



Farm School Manager

Job Description and
Person Specification



FARMS FOR
CITY CHILDREN

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Job Description – Farm School Manager

Summary

- Overall responsibility for the success of the Charity's operations at Wick Court.
- Ensure visiting children feel safe and welcome and enjoy a purposeful and engaging countryside, food and farming programme during residential stays at Wick Court.
- Lead the team of staff and volunteers, manage the operating budget, and supervise estate and facilities management at Wick Court.
- As a senior member of staff, contribute to the development of the Charity's long-term vision and strategy.

Responsibilities and Accountability

Strategy, Ethos, and Values

- Create a warm, child-centred, and collaborative environment in which all visiting children thrive.
- As a senior member of staff, contribute to the development of the Charity's strategy, vision, policies, and procedures and deliver these effectively at Wick Court.
- Champion quality and excellence, actively seeking visitor feedback and incorporating learning outcomes into the continual evolution of the children's programme and Charity's operations at Wick Court.

Beneficiaries & Impact: Visiting Children

- As Designated Safeguarding Lead, be accountable for all aspects of Safeguarding at Wick Court.
- Be the main point-of-contact for all schools and other groups visiting Wick Court, developing and nurturing positive relationships with visiting children and teachers/accompanying adults.
- In collaboration with the Head of Operations and other Farm School Managers, develop a Charity-wide pedagogical approach that delivers the Charity's strategic objectives and supports impact reporting.
- In collaboration with the Farm Operations Manager, refine and develop purposeful countryside, food and farming sessions at Wick Court to ensure the visits calendar is packed full of exciting and meaningful opportunities, personally delivering several children's sessions each week.
- In collaboration with the Head of Operations and Farm Operations Manager, identify the professional development needs of the local team and deliver/facilitate appropriate training opportunities.
- Cultivate repeat visits from eligible schools/groups, working closely with our Head of Partnerships and Bookings to ensure all booking enquiries are managed professionally.

Management

- Maintain overall responsibility for the Charity's operations at Wick Court, including children's visits, farming enterprise, and estate management.
- Manage and motivate a team of <20 farming, catering, housekeeping, administrative staff, and volunteers.
- Prepare written management reports identifying challenges and opportunities, contributing to Board Meetings as appropriate. Work closely with the Head of Finance and Office Manager to monitor budgets and forecasts.
- Be part of the organisation-wide Programme Development Group shaping our offering and impact monitoring system.

Operations

- Line manage the Farm Operations Manager to ensure effective management of the Farm School Leaders, farming budget, farming enterprise, farm buildings, and estate at Wick Court.

- Line manage the Office and Kitchen Manager to ensure effective management of the house team, house budget and administrative function, including catering and housekeeping at Wick Court.
- Be accountable for on-site Health and Safety at Wick Court, both directly and through delegation to the Farm Operations Manager.

Finance

- Be responsible for the management of the Wick Court annual budget of c£500k.

Fundraising & Communications

- Manage annual public events (e.g. Open Farm Sunday) and continue to develop our local community relationships.
- Work closely with the Charity-wide fundraising and communications team to secure grants and donations, welcoming visitors and potential donors to site, and increase public awareness of the Charity and its work. This includes regularly hosting potential donors on the farms.
- Keep abreast of regional and local advocacy opportunities and feed into the organisation-wide strategy advocating for immersive field-to-fork education to become a normal part of every childhood.

These duties are not exhaustive and you will be required to undertake other duties outside of this job description as required to fulfil the role.

Person Specification – Farm School Manager

Training, experience and qualifications

Essential:

- Passionate about outdoor learning, with significant and demonstrable professional experience of devising and delivering purposeful outdoor learning activities to children and young people in KS2 or KS3
- A proven leader with experience in a senior role, including managing teams, preparing annual plans, managing budgets, and preparing written reports for professional review
- Able to evidence your experience of working with the National Curriculum in a professional context
- Familiar with Safeguarding in a child-centred setting
- Highly competent with Microsoft Office (Word, Excel, Outlook)
- Educated to Degree level

Desirable:

- A qualified and experienced teacher with a recognised teaching qualification or QTS
- An experienced School Residential Visits Coordinator, trip leader, or similar
- Currently or previously a member of a Senior Leadership Team in a school setting
- Experienced in leading Safeguarding in a school or children's residential setting
- Experienced in any of the following is useful, but not essential: horticulture; livestock husbandry or countryside management

Knowledge and Skills

Essential:

- A genuine passion and enthusiasm for our work, including farming, the countryside, environment, good food, literacy and language, and social and emotional development
- A working knowledge of the National Curriculum and current Ofsted priorities
- Experience of working directly with and reporting to senior leaders
- An awareness of how children's lives are affected by disadvantage in modern Britain
- High level of literacy, accuracy and attention to detail
- Full UK driving licence

Interpersonal Skills

Essential:

- An engaging communicator with the ability to connect with a range of audiences
- Calm, focused and decisive under pressure
- Self-driven, with the commitment and motivation to lead a team to deliver the Charity's objectives
- Able to plan, prioritise and manage your time effectively in order to meet deadlines
- Adaptable, flexible, and innovative
- A genuine, friendly, and supportive leader who fosters constructive and collaborative relationship with colleagues across the Charity