



BATH CITY FARM

Job title: Programme Manager (Children, Young People and Families)
Maternity leave cover

Hours of work: 22.5 hours per week – must include Tuesdays and Thursdays.
Ideal if can cover the occasional weekend day but not essential.

Contract: 10-month fixed term contract

Pay band: **2A £30,221 FTE** (actual salary for 22.5 hours/week £18,133)
increasing to £31, 732 (actual salary £19,039) from April 2025

Responsible to: Line managed by the Farm Director

Responsible for: Line management of staff, which currently includes: Early Years Coordinator, Alternative Provision Coordinator, Alternative Provision Session Leaders x 2, Youth Project Coordinator and Youth Project Assistant.

About us:

Situated on a beautiful 37-acre site, Bath City Farm is a charitable organisation, providing education, training and therapeutic activities to disadvantaged people in the local community, as well as a free-to-access visitor attraction for families and children.

Our mission is to build a strong, healthy and caring community by engaging local people with nature and farming. Our goals are to enable the development of skills and confidence, improve mental, physical and social wellbeing, and inspire environmental awareness. We aim to increase community engagement, offer a rewarding visitor experience, and educate people on farming, animal welfare and food production. All staff are expected to carry out their roles in line with the Farm's core values:

- **Inclusivity and diversity:** our farm community is drawn from a wide range of different backgrounds and we promote a culture of respect for all.
- **Protecting the natural environment:** we work to increase biodiversity and promote environmental sustainability in all our activities and choices.
- **Valuing individuals:** we believe that each individual has unique gifts and talents, and we constantly look for ways to help them fulfil their potential.
- **Affordability:** as a founding principle, we believe it is essential that the farm remains free for all to access, and we strive to provide goods and services that are free or affordable to the community.

Overall purpose of the job:

As a member of the Farm's Strategic Leadership Team, and the Designated Safeguarding Lead for children and young people, oversee a programme of activity providing children, young people and families the opportunity to participate in educational, land-based activities to build connections, increase skills and confidence, improve wellbeing and reduce disadvantage.

Key Objectives during the maternity cover period:

- Develop a strategy for children and young people at the Farm including ways of engaging young people not in education, employment or training (NEETs).
- Working with other team members to ensure the continued development of a structured educational plan, including alternative provision for children and young people from the surrounding areas, to map their journey at the Farm.
- Embed relationships with schools, to create programmes that complement the curriculum and support young people facing adversity to attend groups.
- Develop a structured approach to school visits, enhancing environmental education literacy amongst children and staff, whilst also providing a positive income stream for the Farm.
- Oversee and guide the delivery of a programme of AQAs for young people to develop skills, confidence and enhance life opportunities.
- In collaboration with the Director, Finance Manager and Adult Programme Manager develop a 3-year income generation strategy for children, young people and families' activities. This includes developing robust financial models for paid sessions that can allow more children and young people to experience nature and farming whilst generating a profit for the farm.
- Facilitate the continued development of capital projects, including Yurt & garden and collaborating upon plans for a new building for educational purposes.

Main duties and responsibilities:

- Oversee the Farm's children and youth programme, alternative provision, detached youth work and family groups, ensuring they are delivered to a high standard and achieve the outcomes set out by funders and other providers.
- Lead on Safeguarding for the whole Farm in conjunction with the Designated Safeguarding Lead for Adults, developing robust effective systems for logging case notes, producing reports where required, overseeing relevant safeguarding training, liaising with external agencies where appropriate and ensuring Trustee Board are informed of any safeguarding concerns/incidents.

- Participate in the monitoring and evaluation of projects for funders, and assist with preparing reports, fundraising applications and annual plans for the Farm as required.
- Develop routine and one-off training and development opportunities for direct reports and on occasion the wider staff team to support the child, youth and families' programmes.
- Lead on projects that enhance the visitor experience, developing the farm as an interactive and playful place for learning.
- Work with the Director and Adult Programmes Manager to develop the vision and plan for a new educational hub on the site, providing facilities for a range of different practical learning activities.

Leadership and management responsibilities

- Responsible for line managing staff, including providing regular individual supervisions professional development plans. Working with the Director and HR Lead, to oversee the recruitment and induction process of new staff as applicable.
- Oversee the recruitment and supervision of volunteer roles as appropriate.
- Participate and contribute to relevant sub-groups as and when required e.g., Health & Safety, Fundraising.
- Deputise for the Director when necessary, and work with the staff team to ensure the smooth running of the Farm's day-to-day activities and operations.
- Contribute to the effective management of the Farm through participation in the Strategic Leadership Team.
- Oversee the delivery of the Farm's strategic plan in relation to children, young people and families.

Communications and relationships responsibilities

- Support Project Coordinators to create engaging publicity to recruit and retain members to the groups.
- Liaise with other agencies and support services as required to ensure group members are safe and well cared for.
- Work with the Director to represent the Farm to external stakeholders and develop effective working relationships.
- Build strong trusted relationships with staff.
- Represent the Farm in a warm and welcoming manner to a wide variety of groups and visitors.
- Work collaboratively and communicate well with the rest of the staff team to ensure the smooth running of the projects.

Fundraising, income generation and social enterprise responsibilities

- Strategic oversight of revenue streams: alternative provision, school visits, educational workshops, relevant trainings, and specialist placement provision.

Problem solving and autonomy

- To develop monitoring and evaluation systems for core and new projects, working with the Director and Project Area Leads.

Other key job elements or requirements to note

- Work within agreed policies and procedures, and to help create and develop high standards of practice on the Farm.
- Carry out specific projects as required by the Farm.
- Support with any urgent matters relating to the animals, people's health and safety on the Farm as they arise.

Person specification

Experience	
Essential	Desirable
<ul style="list-style-type: none">• Experience of overseeing educational and/or children and youth work programmes.• Experience of line managing staff.• Good knowledge and skills of a wide range of nature-based activities, which can be used to engage children and young people.• Experience of providing support for children with a range of needs and abilities.	<ul style="list-style-type: none">• Qualified Teacher Status• Experience of working with a range of farm animals• Experience of working with disadvantaged communities.
Competence, Knowledge and Skills	
<ul style="list-style-type: none">• Good knowledge and skills of community education and youth work• Good knowledge of safeguarding process and ability to work with multi-agency child protection procedures.• Strong working knowledge of a wide range of policies and procedures, including data protection, health and safety, and safeguarding.• Understanding of reports and monitoring for grants and trust funders.	<ul style="list-style-type: none">• Evaluation of the impact of wellbeing projects for children and young people• Working knowledge of fundraising for projects

<ul style="list-style-type: none"> • Confidence to work with a range of farm animals • Excellent and effective written and verbal communication skills. Ability to adapt style as and when required to ensure clarity of understanding • Ability to communicate with a wide range of individuals and groups • Excellent IT skills in a range of different programmes such as Excel and Word. • Understanding of the issues faced by people living in disadvantaged communities. • Knowledge of strategies to support young people with additional needs, for example those on an Educational Health Care Plan 	
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Personal Qualities

- Calm and measured manner, with the ability to communicate diplomatically and build trust and respect with a wide range of people.
- Creative, and innovative approach to programme development.
- Self-motivated, able to work unsupervised, to take initiative and to meet deadlines.
- The ability to maintain a professional attitude and boundaries in working with project volunteers, stakeholders, staff team and trustees.
- An ability to work as part of a small team.
- Highly organised with good time management.
- Resilience and adaptability to a changing working environment, and the ability to work confidently and flexibly through periods of development
- Commitment to the values and vision of the farm.
- A non-judgmental attitude.