

Lauriston Farm Limited

Charitable Community Benefit Society



GB-ORG-06



Lauriston Farm, Goldhanger, Essex, CM9 8AH
Tel: 01621 788348 • Email: socialfarming@lauristonfarm.co.uk
www.lauristonfarm.co.uk

Job Description

Social Farming Coordinator

General Description

An internal role responsible for ensuring compliance with regulations associated with all social farming initiatives including day placements, college visits, school visits, workshops and farm walks.

Upkeep of meeting rooms, kitchen, toilets and office.

To host the Friday 'shop' day placement.

Responsible to the Farm Director.

Based at farm.

Remunerated at £11.50 per hour for sixteen hours a week with one regular day at the farm (Friday, minimum 6.25 hours) and the remaining 9.45 hours being flexible, working predominantly at farm.

Part time employed with possibility to expand to full time as the project grows.

Specific responsibilities

1. Set up internal paperwork systems for all social farming initiatives.
2. Oversee compliance with health and safety regulations including staff training, risk assessments, inductions, food hygiene, COSHH, first aid, fire.
3. Oversee compliance with best practice for day placements based on the original CARE Farming UK code of practice or any other suitable guidelines.
4. Overseeing evidence gathering in accordance with AQA awards scheme, liaising with Clare North as required.
5. Host one day placements day – Shop day (Friday, 9.45-4).
6. Oversee the operation of the meeting rooms, kitchen, toilet facilities and office.
7. Supporting other staff on social role activities as required – day placements, school visits, workshops.
8. Other activities related to social farming as required.

Resources provided by Society:

1. Computer
2. Permanent desk
3. Training

Application letter and current CV by post to above address or email to spencer@lauristonfarm.co.uk

23/05/19