

Job description and recruitment process: London Development Officer

Hours:	Three days a week (22.5 hours). Ideally to include Tuesdays.
Salary:	Starting salary of £33,573 FTE including London Weighting.
Pension:	5% of salary for standard contracted hours after successful completion of a 3-month probation period.
Holiday:	33 days pro-rata per year including bank holidays.
Other benefits:	Two additional days a year pro-rata to use for volunteering or as 'no explanation needed' wellbeing days. Regular training as part of delivery including option to gain a 'Gardeniser' qualification. Option to work in a London co-working space with monthly social events and refreshments.
Contract:	12 months at 22.5 hours a week, subject to passing the three-month probation period. Possibility of an extension subject to funding, as with many charity roles.
Location:	Co-working space in Highbury & Islington or from home. Frequent London travel. The person needs to live in London or travel in easily. The role involves getting out and about, but most of the work is office work.
Manager:	London Learning and Development Manager.
Responsible for:	Contractors, volunteers

We are looking for someone interested in organisational development, with a flair for supporting community gardens, city farms and care farms. The role will suit someone methodical, creative, and comfortable with groups of people.

This role does not include any practical gardening or farming activities.

London Development Officer overview

To support the delivery of a popular, enjoyable programme of training, networking and events designed with and for city farms and community gardens. The programme improves the long-term viability of individual city farms and community gardens and builds the network as a whole, contributing to the sustainability of vibrant local communities throughout the capital.

The London Development Officer is part of a London team of two, working closely with the London Development Manager, and staff of city farms and community gardens, including the trustees of the London Association of City Farms and Community Gardens. The London team works with the wider team of Social Farms & Gardens based in the UK's countries and regions.

The London programme is well-established and well-regarded.

Annual outputs include:

- Training days designed and delivered by SF&G members
- Networking tours of community growing spaces
- Showcase events including the London Harvest Festival

Links to more about this work:

- www.farmgarden.org.uk/london
- <https://londonfarmsandgardens.org.uk/>
- [Report on London work 2025-6](#)
- [Recent London newsletter](#)
- <https://www.farmgarden.org.uk/about-us/what-we-do-us/what-we-do>

Recruitment Process:

Apply by: Midday Monday 17 August 2026.

Interviews: Thursday 27 August.

Informal visit to the office: Tuesday 1 Wed 2 or Thursday 3 September.

Start date: As soon as possible. Ideally by 1st October.
Please keep Saturday 19 September free to work at London Harvest Festival if possible.

Questions to: London@FarmGarden.org.uk
Or call Amber on 0776 1920 776

Social Farms & Gardens is an equal opportunities employer that understands that the best employees may not always be the best at job applications or interviews. We try to make our recruitment processes relatively stress-free.

You do not have to meet all elements of the Person Specification to be considered for the role.

We do not ask for any formal qualifications as not everyone thrives in a school setting.

We would like you to submit these three documents by email:

- A CV
- A Personal Statement giving specific examples of your experience for each element of the Person Specification
These will be anonymised to minimise bias
- A cover page with personal details

And complete an Equal Opportunities form, online
[Social Farms & Gardens equal opportunities monitoring form - recruitment – Fill in form](#)

We will provide all questions and tasks in advance. If interviews are really stressful for you, please let us know.

We would like to offer an informal office visit to the candidate that we would like to offer the role to. This is to make sure the candidate has a good idea of the working environment before their final decision.

Please email applications to HRAdmin@FarmGarden.org.uk

Job description

Social Farm & Gardens Development Officer

Responsibilities and Key Tasks (All with support):

1.1 Support and engagement for city farms and community gardens:

- Work with the London Learning & Development Manager and London's city farms and community gardens to design and co-ordinate networking events, peer-to-peer learning, training days and larger events for a wide range of people that work and volunteer at community growing organisations.

This includes identifying trainers and venues from within the network of city farms and community gardens, promotion, facilitation and follow-up. It also includes printing, designing forms, gathering feedback, shopping for refreshments, taking photos and creating a good atmosphere where everyone feels safe and supported and also enjoys themselves.

- Regular liaison with London growing sites to share insights, raise awareness of support available and identify issues.

This is usually through form of site visits, phone calls and emails.

- Facilitate networking and communication *between* community growing organisations, supporting them to share good practice, foster closer working relationships and address sector concerns.
- Take the lead on regular small networking events to bring together community growers from different organisations.
- Option to design and deliver training and webinars from your own skillset if this meets the needs of farms and gardens.
- Regular profile raising via social media, newsletters, the SF&G website, and in-person and on-line events to support the programme.
- Be part of a team organising and promoting of the London Harvest Festival. This is an annual horticultural and animal show which brings together community growing organisations in September.
- Link with SF&G colleagues from across the UK's countries and regions to dovetail London work with SF&G's other programmes including the Community Land Advisory Service, academic working group, and national conferences.

1.2 Monitoring, Evaluation and Dissemination of Learning:

- Help gather information on effective approaches to volunteer management, income diversification, partnerships, personal resilience and evaluating and communicating impact.
- Support monitoring and evaluation including contributing to impactful, well-designed reports and liaising with external researchers.
- Liaise with other organisations that support community growing to maximise joint impact and minimise crossover.
- Raise the profile of the positive impact of city farms and community gardens with the cultural, business, statutory and charity sectors.

1.3 Resourcing and Administration:

- Promote SF&G programmes through social media, newsletter and website.
- Keep records on Social Farms & Gardens's CRM (We use Civi).
- Regularly respond to queries and provide information, advice and signposting.
- Create or contribute to funding applications for SF&G.

2. General duties:

- Being part of the wider SF&G team, including participating in Tuesday morning team meetings. Work effectively and considerately with other Social Farms & Gardens employees and volunteers to promote the aims and objectives of SF&G and present a positive image of SF&G to members and the public.
- Abide by Social Farms & Gardens policies and endeavour to follow good working practices at all times.
- Take responsibility for your own safety and ensure that colleagues, trainees and visitors are not exposed to danger or discrimination.
- Undertake such other duties as may be reasonably requested by your line manager or the CEO, including completing appropriate training.

Person Specification

Social Farms & Gardens Development Officer

General Criteria	Specific Requirements	Level required: E = Essential D = Desirable
1. Qualifications	Qualification to GCSE level or equivalent	D
	Training or Coaching Qualification e.g. City & Guilds, or equivalent experience	D
2. Practical experience	Experience of working in a similar development role	D
	Experience of working in a capacity-building organisation	D
	Experience of monitoring and evaluation processes	D
	Delivering project outputs and outcomes within budget and to schedule	D
	Demonstrable ability to proof-read detailed documents and have a high level of attention to detail	D
	Providing project support and picking up delegated tasks quickly and efficiently	E
	Experience of, or aptitude for, liaising with multiple organisations / members / employees at all levels of seniority	E
	Excellent communication skills and experience of having dealt successfully with demanding clients / customers / members	E
3. Knowledge	An anti-racist and equality-focussed approach, with knowledge of how to apply this to training and events programmes	E
	Knowledge of professional development for people that work or volunteer in the voluntary sector	E

	Knowledge of a variety of monitoring and evaluation frameworks and tools	E
	Understanding of how to engage organisations and communities (we support an Asset-Based Community Development approach, where we value what people can offer, rather than what they may lack)	E
	Understanding of membership organisations	D
	Knowledge of different resourcing opportunities for community growing organisations	D
	Knowledge of community growing and green care	D
4. Skills	Excellent verbal and written communication and interpersonal skills, including presentations and networking. Ability to create informative and engaging communications for both internal and external audiences.	E
	Excellent organisational skills, including good time management	E
	Sound IT skills (We use Microsoft Office / SharePoint / Civi)	E
	Ability to use social media, newsletters and websites in clear and engaging style	E
	Ability to budget for a project, with support	D
5. Personal attributes	Able to show exceptional attention to detail	E
	Flexibility and consultative, collaborative approach to achieving objectives	E
	Self-motivated, able to work unsupervised, to take initiative and to meet deadlines	E
	Motivated to do the role!	E