Sept 2019

Wales Administrator

Dear applicant,

Thank you for your interest in this post. Please find enclosed some background information and other details to help you decide whether to apply for the position. In the interests of equality CVs will not be accepted. Applicants will be assessed on their ability to meet the criteria listed in the person specification below.

Enclosures:

* Background information
* Job description
* Person specification
* Application form
* Equal opportunities monitoring form

Applications can be submitted either by email to [recruitment@farmgarden.org.uk](mailto:recruitment@farmgarden.org.uk) or by post to the Cardiff address below. The closing date is **midday, Monday 21st October 2019**. Interviews will be held on **Tuesday 29th October 2019** in Cardiff.

If you wish to have an informal discussion about the post, please contact me at [nicola@farmgarden.org.uk](mailto:nicola@farmgarden.org.uk) or tel: 029 20225 942.

Yours faithfully,

**Dr Nicola Perkins**

Wales Manager

Sept 2019

Background information for the post of Wales Administrator

About Us

Social Farms & Gardens is the result of a merger between two existing charities:

* The Federation of City Farms – a UK-wide charity, established in 1980, with a strong track record in partnership and project working. It provided support services and advocacy for community managed farms and gardens which have become increasingly popular in the last few decades - today there are more than 2,500 of these local groups and an extensive community growing sector.
* Care Farming UK: was set up to promote and support Care Farming – the use of farming activities for therapeutic purposes. Care farms provide health, social or educational care services for individuals from one or a range of vulnerable groups. It provided a central voice and supportive services for care farmers, to inspire decision makers.

Social Farms & Gardens provides support and a national voice for a broad spectrum of initiatives, which are united by one thing – they use land-based activities to benefit individuals and communities. Our advice and guidance will help them tackle problems associated with today’s increasingly fractured and disconnected society, where many people feel left behind or ignored, marginalised and lonely. This often has a huge impact on their health and well-being, which in turn puts pressures on social services, the health and education sector, and even the police and probation services.

Care farms, city farms, community gardens and other outdoor spaces can offer individuals with a defined need and their communities the opportunity to connect with the land, leading to enormous social, therapeutic and educational benefits.

We will also be concentrating on advocacy at policy-maker level, providing a voice for the thousands of gardeners, growers and farmers whose passion, vision and innovation improves the lives of millions of people.

About the role

We are currently looking to recruit a positive, highly organised and pro-active Wales Administrator to work with our team across Wales. The Wales Administrator is expected to work closely with the Wales Manager and team, playing a key role in the smooth running of the organisation.

We are moving into the exit strategy phase of our current funded project so will be looking for support to deliver events (pre, during and post event publicity and admin), and to communicate our project outcomes (supporting facilitation of evaluation, creation of case studies, publicity). There will be a degree of support delivered through face to face contact with community groups and partner organisations.

**The successful candidates will:**

* Be flexible, adaptable with excellent time management skills.
* Have excellent attention to detail.
* Be positive, have lots of initiative and a can-do attitude.
* Be calm and have the ability to work effectively under pressure.
* Confident in making decisions.
* Thrive within a busy administrative position.
* Have excellent IT skills including Microsoft Office.
* Be an excellent communicator.
* Understand how to work effectively with a remote team.

We are a small team and we really want someone who is prepared to hit the ground running, use their initiative, work hard, can cope with distractions and retain a sense of proportion and good humour at all times!

The Wales Administrator will often be the first point of contact for external parties and a lynchpin for the Wales Team. We need someone who is passionate about running a smooth operation, providing support to both the local office and the remote Wales team, as well as working with the central UK staff and our funders.

Job Description: Wales Administrator

**Responsible to:** Wales Manager

**Responsible for:**  Liaison with Social Farms & Gardens, partners and mentors, occasional volunteers.

**Hours:** Up to 22.5 hours (three days) per week, potential to combine with Wales Administrator role also being recruited to be full time (37.5hrs).

**Location:** Offices based in Cardiff, Newtown, Bangor, Bristol. Other locations considered however travel to one office would be needed every Tuesday.

**Duration:** Fixed term to 31st March 2020 (funding extension being sought).

**General information:** This post will provide admin support in Wales for Social Farms & Gardens. The post will require regular liaison with Social Farms & Gardens staff regarding day-to-day work management.

**Job purpose:**

* To provide administrative support to Social Farms & Gardens staff, project partners and mentors in Wales.
* To fulfil administrative functions including managing office systems, dealing with post and emails, photocopying, ordering stock, managing information resources, assisting with events in Wales and managing the various Wales social media feeds.

**Responsibilities and key tasks:**

* Answer incoming telephone calls and respond to email enquiries efficiently and courteously, forwarding them on to other staff/volunteers as appropriate.
* Provide administrative and logistical support for events.
* Create and manage administrative systems and ensure that they run smoothly, including dealing with invoices,
* Assist with researching, producing and updating publications, including factsheets and newsletters and e-newsletters.
* Managing Facebook and Twitter feeds.
* Input data and make amendments to databases.
* Assist with general admin, including mail-outs, photocopying, ordering stationery post duties
* Maintaining the office and its resources in a tidy and organised manner.

**General duties:**

* Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.
* Work effectively and considerately with other employees and volunteers to promote the aims and objectives of Social Farms & Gardens and present a positive image of Social Farms & Gardens to members and the public.
* Abide by the Social Farms & Gardens’ policies and endeavour to follow good working practice at all times.
* Undertake such other duties as may be reasonably requested by your line manager or the Chief Executive, including completing appropriate training.

### Further information:

Salary: Social Farms & Gardens Grade C, NJC Pts 21-24 £20,541 starting salary (pro-rata) based on a 37.5 week.

Pension: Five percent of above salary for standard contracted hours, following successful completion of your three-month probationary period

Leave: 25 days annual leave pro rata plus bank holidays pro rata by arrangement with your line manager.

Location: Current office bases in Cardiff, Newtown, Bangor and Bristol. Cardiff Office is currently located in Ninian Park Road, but likely to relocate within Cardiff after March 20. Occasional travel throughout Wales necessary. There will also be occasional travel to Bristol and other parts of the UK.

Hours: Up to 22.5 hours (three days) per week or up to 37.5 hours if combining with Communications Worker role. Working on a Tuesday is essential. Occasional unsocial hours and weekend work will be required.

Contract: Fixed Term to 31st March 2020 with possibility of extension (currently seeking funding). This post is part-funded by the Welsh Government Rural Communities – Rural Development Programme 2014-2020, which is funded by the Welsh Government and the European Union.

Person specification: Wales Administrator

|  |  |
| --- | --- |
| Essential | Desirable |
| 1. Qualifications | |
| GCSE (or equivalent) Maths and English passes |  |
| 2. Practical experience | |
| Substantial experience of working in an office environment | Managing social media feeds |
| Experience of organising events | Updating websites |
| Setting up and maintaining administrative systems | Providing administrative support to remote workers |
| 3. Knowledge | |
| Excellent knowledge of Microsoft Office | Knowledge of O365 and SharePoint |
| Knowledge of office systems and procedures | Knowledge of CiviCRM |
| An understanding of city farms, care farms, community gardens, and/or allotments |
| 4. Skills | |
| Excellent verbal and written communication skills | Welsh language skills (highly desirable) |
| Good writing style, grammar and proof-reading skills |
| Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people |
| 5. Personal attributes (all essential) | |
| Self-motivated, able to work unsupervised, to take initiative and to meet deadlines | |
| Ability to demonstrate a methodical, organised and flexible approach to work. | |
| Ability to work as part of a team and on own initiative. | |
| Able to show strong attention to detail | |