



November 2021

**Information Pack for the Farm Manager Vacancy
Part-time, 1 Year Contract**

Thank you for your interest in our Farm Manager Vacancy.

Please see below for a copy of the Job Description and Person Specification.

To apply

- Send a covering letter (no more than 2 pages) in support of your application and an up to date CV to ljunctiongroup@gmail.com by Wednesday 15 December 2021
- Please use the following reference on your application '*Farm Manager Vacancy 2021*'
- Shortlisted candidates will be notified by 22 of December 2021.

As a small organisation we are unable to contact everyone who has not been shortlisted for interview. If you have not heard from us by 23 December please assume that your application has been unsuccessful.

- Interviews will be held in the week commencing 3 January 2022. Please let us know of any dates you are unable to make during that week.

Thank you.

Anthea Masey
Chair
Loughborough Junction Action Group



Job description

Job title:	Farm Manager
Hours per week:	17.5 hours per week
Salary:	£14,560
Responsible to:	Chair of Trustees, LJAG
Contract:	1 year

About Loughborough Junction Action Group (LJAG) and the Loughborough Farm

Loughborough Junction Action Group (LJAG) is volunteer-led social action charity located between better-known Brixton and Camberwell. Our aim is to make Loughborough Junction a great place to live and work, and we do this through the following projects:

- Grove Adventure Playground for 6-14 years old, which also operates as a community hub;
- The Platform Café; a community café which provides healthy affordable meals, including a free meals programme;
- Loughborough Farm, a community food growing project with a strong volunteer base. The Farm's Wish You Were Here (WYWH) project links with local GP surgeries, the Harbour Recovery Centre/local supported housing, carers and community groups and the wider wellbeing network, including Lambeth's Living Well Collaborative and Living Well Network Alliance, encouraging people to get involved and feel socially included.
- Arts and Craft Workshops which supports skills development and promotes social inclusion.

LJAG gives hope, builds confidence, creates life-long opportunities and offers comfort and joy within a severely deprived community, one disproportionately impacted by a reduction in services and the impact of extended austerity policies and more recently the pandemic

LJAG's Equality Employment Statement

LJAG is committed to equal employment opportunities regardless of race, colour, religion, sex, national origin, sexual orientation, age, marital status, pregnancy, maternity, disability, or gender identity and welcomes applications from all sections of the community.

Loughborough Farm

The Loughborough Farm is a successful community food growing project on a piece of once derelict land on Loughborough Road. The Farm was started on 31 August 2013 and works predominantly with local volunteers. The Loughborough Farm occupies part of LJ Works, a GLA and Lambeth-funded affordable workspace scheme for local people, which is due to open to tenants next year.

Up until the middle of March 2020 the Farm had clocked 12,850 volunteer hours, worth more than £138,000 at the London Living Wage. The Farm has a management committee which meets on the first Wednesday of the month and there are active sub-groups working on DIY and crop-planning. We will be looking to set up other sub-groups to support the Farm's development and income generation efforts.

Overall responsibility

Reporting to the Chair of Trustees, the Farm Manager will have a unique blend of business, social innovation and food growing knowledge. They will be responsible for the bigger picture and increasing the financial viability of the Farm

The Manager will oversee business development and fundraising activities; wellbeing activities and events, partnership work and day-to-day management of the Farm's finances. Together with the Farm Co-ordinator and the team, they will deliver the Farm's business, strategic, operational and volunteering plans.

Summary of responsibilities and duties

The Farm Manager

- Delivers the business development and fundraising priorities set out in the Farm's Business and Strategic Plan and activities which diversify the farm's income and assures its future sustainability.
- Designs and delivers wellbeing initiatives and events in close collaboration with the Farm team, beneficiaries, volunteers, funders, local partners and stakeholders addressing gaps in our community and supporting our income generation efforts.
- Works closely with the Farm Co-ordinator and the team to develop and grow the Farm's volunteering programme.
- Works closely with the Farm Co-ordinator and Treasurer to monitor the Farm's finances and with the Chair to monitor and report on the Farm's social impact.
- Contribute to LJ Works steering group and bring decisions, plans and ideas back to LJAG and the Farm Committee for discussion.

- Any other duties identified by LJAG and the Farm Committee.

General requirements:

- Adhere to LJAG’s guidelines, policies and procedures
- Contribute to the overall ethos/work/aims of the organisation and the Farm
- Participate in training, other learning activities and performance development as required
- Take part in LJAG’s performance management system
- Participate in and contribute to team, committee and management meetings
- Contribute to the evaluation and development of administrative services
- Take personal responsibility for safety as outlined in the Health and Safety at Work Act 1974
- Commitment to Equality and Diversity
- All information concerning staff and all other stakeholders must be held in the strictest confidence and must not be divulged to any unauthorised person at any time, unless to do so is in the best interests of the individual. In this instance the post holder should be appropriately advised by the Chair of Trustees
- Comply with the requirements of the Data Protection Act 1984 and the Computer Misuse Act 1990
- LJAG has implemented a No Smoking Policy that applies to all staff.

Person Specification

Qualification	Essential	Desirable
Educated to degree level or equivalent		x
Experience		
Business development and income generation experience within a not for profit/community sector	x	
Designing and running events and wellbeing initiatives	x	
Sound financial and budgetary experience	x	
Working with a range of partners/partner organisations	x	
Working as part of a team	x	
Volunteer management and development		x
Knowledge		
Knowledge of equal opportunities and experience of working with people from a range of backgrounds in a multi-cultural local community	x	
Knowledge of working with vulnerable adults and with volunteers		x
Knowledge of Health and Safety issues and/or the willingness to learn		x

Skills		
Ability to multi-task and work effectively in a busy working environment with a can-do attitude	x	
Ability to use MS office (Word, Excel) Internet and Email, project management systems and databases	x	
Ability to monitor and report on impact	x	
Ability to communicate, diversify and increase audiences through social media/other marketing channels		x
Proven track record of effective project management		x
Ability to manage own time to prioritise work, meet deadlines and achieve targets.	x	
Ability to adapt readily and respond constructively to change and be flexible	x	
Work collaboratively involving others in decision making, management and development of project	x	