



Programme Assistant BANK – Job Description (Aug 2023)

Location	Various locations within 15 mile radius of Oxford
Hours	Casual
Salary	£11.65/ hour
Contract	Fixed term 12 months with possibility of extending subject to funding
Reports to	Programme Manager
Reports	None
Annual Leave	25 days + bank holidays (pro rata'd to hours worked)

About Us

Since 2013, FarmAbility has been supporting learning disabled and autistic adults in Oxfordshire, running an outdoor day service for co-farmers (our participants), across multiple sessions each week, throughout the calendar year on various farm and garden sites. Currently we work with over 60 people each week. Our co-farmers are adults of all ages with moderate to severe intellectual or learning disabilities. Many FarmAbility co-farmers are also autistic and/or physically disabled. Our current co-farmers range in age from 17 to 65 years old. When our co-farmers come to us they can get involved in a wide range of purposeful, real-life farm and work-based tasks, including animal care, egg collecting, cleaning and packing, wildlife gardening and conservation, vegetable growing, orchard maintenance, cooking and preserving, woodwork and outdoor crafts. Co-farmers also have the opportunity to socialise with others and form friendships. As well as working alongside staff at our host farms, a dedicated team of volunteers supports our project and we also have close links with Oxford Brookes University and host Occupational Therapy students on placements. There are always new people to meet and lots of opportunities to interact with others from all sorts of backgrounds at a FarmAbility day.

About the Role

We are looking for enthusiastic and motivated individuals to join our team as BANK Programme Assistants. This role provides occasional cover support to our team to enable us to deal with pressure points arising from staff sickness, annual leave or other unforeseen circumstances. We are open to people who may only have low availability and there is also potential to begin as a BANK employee and progress to more regular, standardised hours over time. BANK Programme Assistants support Programme Leaders to plan and deliver day to day tasks for our co-farmers to participate in. They support co-farmers in a range of purposeful outdoor activities on site, with the aim of developing skills and capacities and creating a fun and inclusive environment. Our focus is on a person-centred approach that enables co-farmers to work as independently as possible. BANK Programme Assistants help to record observations and individual co-farmer progress on a daily basis, thus contributing to ongoing monitoring and evaluation of progression.

Role Responsibilities

Providing effective and tailored support to co-farmers:

- Welcome co-farmers each day and help facilitate inclusive morning/afternoon planning meetings.
- Support co-farmers to engage with farming and gardening activities across FarmAbility sites through personalised planning and adaptation of tasks and approaches.
- Participate in daily debriefs where co-farmer progressions are recorded and support ongoing collection of monitoring and evaluation data to evidence FarmAbility outcomes.

Management of Risk:

- Observe and adhere to all Health & Safety and biosecurity requirements during activities.
- Ensure that any equipment/tools are cleared away at the end of an activity, and the environment left in good order.

Collaborative Working:

- Work collaboratively and communicate effectively with colleagues in office and farm settings to ensure the successful delivery of our programmes.

Person Specification	E (essential) D (desirable)
Experience of supervising groups of people (children, adults) in a practical, activity-based setting.	E
Ability to work independently and with initiative.	E
Enthusiasm for work in outdoor settings such as farms and gardens in all weathers.	E
Ability to enthuse others and motivate individuals to experience new things.	E
Ability to work collaboratively as part of a team.	E
Understanding of, and willingness to adhere to, health & safety and safeguarding practice.	E
A commitment to FarmAbility's mission and vision, and a determination to enable co-farmers to achieve positive outcomes.	E
Experience and knowledge of working with people with learning disabilities and autism with an empathetic and enabling approach.	D
Specialist knowledge or skills in a practical/ outdoor discipline.	D
Car owner/driver or ability to travel independently to a variety of outreach locations by other means.	D

FarmAbility welcomes applications from all sections of the community. We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

To apply, please send a **supporting statement** of no more than 2 sides of A4, detailing how you match our person specification and a completed **Diversity Monitoring form** to jobs@farmability.org.uk

The closing date for applications is **midnight on Sunday 17th September**. Interviews will likely be held the week commencing Monday 25th September.

Issue date: August 2023