



Volunteering Co-ordinator – Green Buddies Project Job Description (Sept 2026)

Location: Main office, Eynsham plus various other farm locations within 15-mile radius of Oxford
Hours: Part time, FTE 0.6, 22.5 hrs p/w
Salary: £29,800 (FTE)
Contract: 12 months with probability of becoming permanent- subject to funding
Reports to: TBC
Reports: None
Annual Leave: 25 days + bank holidays (pro rata)
Other Benefits: Generous annual staff uniform/ welfare budget, 7% employer pension, flexible working

About Us

Since 2013, FarmAbility has been supporting learning disabled and autistic adults and young people in Oxfordshire, running an outdoor day service for co-farmers (our participants), across multiple sites and locations each week. Currently we work with over 65 people each week across 6 regular host sites. Our co-farmers are adults of all ages with learning disabilities and young people from local specialist SEND provision. Many FarmAbility co-farmers are also autistic and/or physically disabled. Our current co-farmers range in age from 14 to 68 years old. Co-farmers get involved in a wide range of purposeful, real-life farm and work-based tasks, including animal care, egg collecting, 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 farm staff at our host sites, a dedicated team of volunteers supports our project and we have close links with universities, hosting Occupational Therapy, Social Work and Speech and Language 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 an enthusiastic and motivated individual to join our dedicated team as our new Volunteer Co-ordinator (VC). The VC will take the lead in recruiting and supporting volunteers across FarmAbility's host sites. They will help volunteers to effectively fulfil their roles through providing recruitment, induction and supervision support as well as annual access to formal training. They will also take responsibility for: monitoring volunteer numbers and data; effective communications; ensuring that our volunteers feel valued and supported in their roles. The postholder will have experience supporting people with Learning Disabilities and those who are autistic within practical activities and the skills and knowledge to guide our volunteers in their own development.

Additionally, the new VC will lead on our new Green Buddies project. This will develop a strand of Supported Volunteering for existing co-farmers, who will benefit from a 1-1 buddy, a person who can support them to access individual environmental/ horticulture volunteering opportunities, with our own projects and with partner organisations around Oxfordshire. This is a funded project and at least 1 day per week will be spent on developing and creating this new opportunity for our co-farmers. The VC will liaise closely with the Programme and Office Administrator, Co-Farmer Outcomes Lead and Programme Leaders about volunteer recruitment, site allocation and priority needs for our day-to-day service and the new project.

Role Responsibilities

Volunteer Recruitment and Administration:

- Co-ordinate and oversee advertising of new and existing volunteering opportunities.
- Co-ordinate recruitment and onboarding of new volunteers.
- Manage volunteer data in our CRM and liaise with other staff to provide impact data as needed.
- Ensure regular and efficient management of the volunteering email address and timely responses to enquiries and communications.

Training and Inductions:

- Deliver inductions to new volunteers, and monitor effectiveness of the same, developing resources as needed.
- Develop a standardised package of training for volunteers (online/ in person/ hybrid).
- Meet potential new volunteers for interviews and taster sessions, and support them to start new placements, offering a sounding board for queries and questions.
- Liaise with colleagues to ensure reasonable adjustments are put in place to enable disabled volunteers and volunteers with health conditions to thrive in their roles.

Communications:

- Manage communication with volunteers about events, information requests and news updates.
- Develop a regular volunteer forum (eg, a newsletter, a regular zoom catch up or similar) to provide volunteers with opportunities to communicate and share with others in the team.

Development:

- Pilot a new 'Green Buddies' project, to provide opportunities for 1-1 Supported Volunteering on environmental initiatives both on and off FarmAbility sites. This will include developing and recruiting people to a new 1-1 volunteering role to support the pilot.
- Liaise closely with the Fundraising Lead to support the development of the Corporate Social Volunteering offer for FarmAbility.

Collaborative Working:

- Work collaboratively and communicate effectively with colleagues in office and farm settings to ensure that teams are briefed around new volunteers, volunteer absences and other matters arising.
- Take on additional responsibilities appropriate to the post as required (for example when new projects are implemented within FarmAbility).
- Carry out administrative tasks as required by the post, when needed and in a timely fashion.
- Contribute to team wide tasks, activities, meetings and exercises in a collaborative spirit with colleagues across the organisation.

Person Specification	E (essential) D (desirable)
Experience of volunteering in a practical, activity-based setting with knowledge of the volunteering landscape more broadly in environment and public health settings.	E
Ability to work independently and with initiative.	E
Ability to enthuse others and motivate individuals to experience new things.	E
Ability to work collaboratively as part of a team.	E
Commitment to adhere to health & safety and safeguarding practice guidelines.	E
A commitment to FarmAbility's mission and vision.	E
Good administrative and organisational skills.	E
Experience and knowledge of working with people with learning disabilities in a practical context, with an enabling approach.	E
Ability to share skills, deliver training and identify opportunities for development for individual volunteers.	E
Computer literate with familiarity of Outlook, One Drive, Word, Excel.	E
Experience of using a secure data management system to keep records and extract monitoring data.	D
Experience of developing new initiatives from proposal through to implementation and including monitoring and evaluation.	D
Knowledge of the local volunteering landscape in Oxfordshire and an awareness of volunteering quality marks and schemes.	D
Car owner/driver or ability to travel independently to a variety of outreach locations by other means.	E

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). We will consider any information revealed on a DBS certificate on an individual basis and will not automatically bar a person from employment with us on the basis of having a criminal conviction.

As a Disability Confident committed employer, we are committed to providing reasonable adjustments to disabled job applicants and employees, to remove or reduce as far as possible any disadvantage they may face in employment as a result of their disability.

In addition, we will offer a job interview to any disabled applicant who meets the essential criteria for the role.

Please feel free to let us know if you require any adjustments to the recruitment or interview process. Please also feel free to ask any questions about the suitability of the role for your access needs.

To apply, **please send your CV and a Supporting Statement** to jobs@farmability.org.uk. Your Supporting Statement should be no more than 2 sides of A4 and detail your interest in the role and how your experience would enable you to carry out the tasks specified. Please also submit a separate completed **Diversity Monitoring Form**. This form will be held separately to your application and not viewed by the shortlisting panel. CVs and statements will be anonymised before being shared with the shortlisting panel.

The closing date for applications is: 5pm Wednesday 9th September, 2026