



Kindling a Community Farm Community Engagement Worker

Job Description

Hours:	Full time (37.5 hours) a week <i>You must be able to work at weekends and occasional evenings.</i>
Length of Contract:	Approximately 10 months, Until 30th January 2026
Salary:	£24,570 per annum (for a 37.5 hour working week) plus a 5% employer pension contribution (Salary based on Real Living Wage 2025/26)
Probationary Period:	1 month
Location:	Kindling Farm, Knowsley, Merseyside
Application deadline:	Tuesday 25th February 2025 at 5pm
Interview date:	Wednesday 5th March 2025
Preferred Start Date:	Wednesday 2nd April 2025 (or sooner if possible)

Responsible to:	The Kindling Farm Directors & Project Manager
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Background:

Kindling Farm is a Community Benefit Society owned by our 800 members with the aim of creating a fairer and more sustainable food and farming system for all.

Last year we purchased a 78 acre farm in Knowsley, to establish a pioneering wildlife and climate friendly farm for the Northwest. The farm is a perfect example of a traditional Victorian farm, with its neglected but beautiful red brick farm buildings set around a cobbled courtyard providing huge potential for development of facilities to engage communities in sustainable food and farming.

We have exciting plans and ideas to transform our heritage buildings into a thriving hub of activity, but we want to do it right and make sure our local communities feel involved from the start.

This project will do just that, through a range of activities from co-design workshops, to wildlife walks to heritage skills opportunities. It is a hugely important time in our journey and a real opportunity to engage our communities in both the development of Kindling Farm and in protecting our local heritage and environment.

This post was made possible by the Heritage Lottery Fund.

Find out more about us at: kindling.org.uk or our Facebook page: <https://www.facebook.com/KindlingFarm>

Role:

This post is focused on engaging our communities in environmental and heritage activities with the wider aim of creating a sense of involvement in and ownership of the development of Kindling Farm. This will involve a wide range of activities, events and volunteering opportunities.

We particularly want to engage communities currently underserved by heritage and environmental projects and this project will involve piloting activities targeting specific groups. This is both to engage them from the start of Kindling Farm and to work with them to identify challenges to engagement and solutions to those challenges to ensure that our future activities and work is accessible to a wide range of people and communities.

This role will be supported by the Project Manager.

Job Description:**Main Duties: Working with/supported by the Project Manager this post will work to:****A. Improve the Farm's facilities for visitors, participants & volunteers:**

- Implement the plan for making the farm more welcoming & accessible.
- Consult visitors & gatekeepers on solutions to barriers we need to overcome.
- Discuss feedback on improvements with the Project Manager.
- Implement priorities that have been agreed by the Kindling Farm Directors including: ordering materials, co-ordinating work using outside contractors etc.

B. Engage Communities and work with Community Gatekeepers:

- Work with Community Gatekeepers to engage communities, particularly those underserved by environmental and heritage projects.
- Working with Country Trust/other Gatekeepers develop and run a number of nature based activities for schools at the farm.
- Use best practice from Heritage Lottery's Inclusion, Volunteers & Training and Skills Development good practice guidelines.

C. Organisation of engagement events/activities:

- Arrange and coordinate engagement activities with providers (e.g. bat walks, history events etc.).
- Run volunteer sessions working with the volunteer leads.
- Organise large events: Open Farm Sunday, Heritage Skills Celebration event.
- Organise logistics & practicalities in advance and on the day of activities and events (e.g. sign in sheets, refreshments, toilets/hand wash facilities, shelter if raining etc.)

D. Communications:

- Set up registration pages for events on the website and other systems for registration (for people who do not use online registration systems).
- Communicate with participants in advance/after the events (reminders, respond to queries, send out feedback surveys).
- Advertise/promote activities that are open to the public widely in our communities (using the communications plan).
- Develop and implement a robust Communications Plan to publicise and engage people in our activities - involving a printed program, monthly e bulletin, social media etc.

- Keep the Communications Plan updated e.g. as new communication opportunities are identified (e.g. new networks, newsletters of other groups, community venues etc.)
- Write up events and activities for Kindling latest news, social media etc.

E. Project evaluation:

- Gather feedback from event and activity participants.
- Organise end of project evaluation event(s).
- Produce an evaluation report at the end of the project for the funders and the Kindling Farm members

F. Health & Safety and Safeguarding:

- Maintain the security of the Farm and the safety of all those who use it or visit it at all times.
- Ensure all participants and volunteers are provided with Health and Safety information relevant to the Farm.
- Carry out risk assessments for all activities taking place on the Farm.
- Ensure safeguarding and duty of care best practice at all times.

G. General responsibilities of this post:

- Implement the Project Action Plan developed for this project for efficient administration of the project.
- Use the Project Action Plan as a basis to develop a Personal Action Plan.
- Use the systems put in place by the Kindling Farm Team and Project Manager.
- Report progress to Project Manager/Kindling Farm Team.
- Reflect Kindling Farm's vision and principles, strategy and policies at all times.
- Be aware of and comply with all relevant policies and procedures.
- Fulfil such other duties and assignments as may be required from time to time.

Please submit your CV and a covering letter to farm@kindling.org.uk by
Tuesday 25th February 2025 at 5pm.