**Propagation Place Manager Maternity Cover**

**(22.5hrs per week over winter, rising to 30hrs per week in March 2022)**

**Who we are**

St Werburghs City Farm connects people through land, nature and food. Each year, we engage 60,000 people in spaces and services that build resilience, reduce isolation and strengthen community. Our activities include accredited gardening placements for adults with learning disabilities, animal husbandry courses for inner-city children, woodland mindfulness for adults experiencing poor mental health and conservation courses for people looking to develop new skills and connections. We pride ourselves on supporting people, from all walks of life, to learn, grow and thrive. We are a community-focused employer that values all forms of diversity.

**What you will love about working here**

* Working in a supportive environment which values your diversity and talent
* Access to training opportunities and reflective practice
* Being part of a team that strives for greater inclusion and equity
* Flexibility for those with families and other commitments
* Generous annual leave entitlement – 25 days and bank holiday pro rata
* Participation in the NEST pension scheme
* Access to the cycle-to-work scheme

**About the role**

We’re looking for someone who wants to be part of a team that makes a real and lasting difference to people’s lives. You will be joining us as the Farm celebrates the impact of its last 40 years and develops an inclusive and ambitious strategy for the next 40. You will play an important role managing our ‘Propagation Place’ Community Business, dispatching over 2000 vegetable plug plant orders to customers nationwide, overseeing a busy volunteering program, running horticultural training and employment programs and growing vegetables in our much-loved organic Community Garden.

**Your skill set**

* Comfortable with leading a busy staff team and delivering educational and employment support
* Experience of managing all aspects of a public facing business including stock management, customer service, web maintenance and branding
* Good understanding of financial management, monitoring budgets, forecasting and keeping administrative records
* Experience of managing accessible volunteering programs, including leading volunteer groups and carrying out monitoring and impact assessment
* Good understanding of organic gardening techniques including propagation and vegetable growing
* Good communicator with the ability to work with diverse groups and develop good relationships with partner organisations
* Ability to maintain and promote Community Business ethos
* Working knowledge of WordPress, e-commerce sites and social media

**Your approach**

* Commitment to learning new skills
* Reflective of your work and a willingness to learn and adapt
* Able to work without being supervised and prioritise tasks
* Commitment to inclusion, equality and accessibility

**In your first 3 months you will:**

* Complete a thorough handover and induction with existing Project Manager
* Begin to work with Project Officer to develop volunteering, order delivery and growing strategies for 2022
* Develop a Monitoring and Impact Assessment Strategy with agreed targets and start to deliver it
* Communicate on a regular basis with our partners, customers and beneficiaries
* Recruit and induct staff both through the government Kickstart scheme and through the usual Farm channels

**Other details:**

Contract type: Maternity Cover, 1-year fixed term

Salary: Starting salary of £23,080, pro rata, per annum, paid monthly

Hours of work: Part-time, starting at 22.5 hours per week over winter, rising to 30 hours from March 2022 to October 2022. This may include evening and weekend work.

Place of work: This role is based at St Werburghs City Farm in Bristol however some homeworking will be available where appropriate. The Office is a dog-friendly workplace.

Annual leave: 25 days holiday per year, plus public holidays, pro rata

Probationary period: The appointment will be subject to a probationary period of 6 weeks.

References: All appointments will be confirmed only upon receipt of satisfactory references.

You will need a clean DBS check to fill this role