

Care Farming West Midlands (CFWM).

Worcestershire Development Officer Job Description.

JOB TITLE:

Worcestershire Care Farming Development Officer

LOCATION:

Worcestershire with office based at Top Barn Farm, Holt, Worcestershire, WR6 6NH.

HOURS OF WORK:

Part Time: 2.5 days per week (18.75 hours per week). Some attendance at evening and weekend events and meetings may be required, for which time off in lieu will be given.

SALARY:

£25,000 per annum pro rata.

RESPONSIBLE TO:

CFWM Development Manager.

CONTRACT:

12 month contract with potential for extension subject to funding.

PURPOSES OF THE JOB:

CFWMs development officers will play a vital role to help new care farms develop. Central to the Development Officer's role will be to stimulate demand for paid places on quality accredited care farms. The Development Officer will broker and maintain excellent links between purchasers of care and potential purchasers of care and care farms and developing care farms. Excellent communication and networking abilities will be paramount. Development Officers will also provide guidance and advice to farmers to compliment the CFWM starter pack. Care farms and the social enterprise business model are increasingly being recognised as an innovative and sustainable way to deliver localised health and social care.

MAIN RESPONSIBILITIES:

To lead CFWM's development service in Worcestershire:

- To take a lead in establishing relationships with purchasers and potential purchasers of care in order to stimulate demand for paid places on quality accredited care farms.
- Providing practical guidance alongside the CFWM starter pack to develop farms, woodlands and market gardens into becoming care farms.
- To ensure that quality control is paramount and maintained on accredited care farms, particularly on new care farms.
- To promote and raise awareness of the opportunities available to care farms through the social enterprise model.
- To raise awareness amongst partner organisations including public bodies and commissioning agents of the potential benefits to the wider community of care farms.
- To provide an information service on care farms for local groups to increase understanding and knowledge of care farming (including advice and the dissemination of good practice including from elsewhere within the UK).
- To provide basic guidance on legal structures, business planning, marketing, brokerage and finance etc to emerging and existing care farms.
- To ensure effective signposting to other sources of specialised advice and support for care farms, for example opportunities as social enterprises, funding, training and skills development.
- To identify emerging and existing care farms and maintain an up-to-date database of Worcestershire contacts and network members.
- To work to an agreed work programme, continually monitoring and evaluating impacts and providing regular progress reports and ensure the requirements of funders supporting this work are fully met in a timely fashion.
- To keep abreast of current local, regional and national issues, development opportunities and funding trends related to care farms and disseminating this information appropriately.
- To represent and promote all aspects of CFWM in Worcestershire to partners and in relevant forums.
- To undertake appropriate training as and when required.
- To ensure confidentiality at all times in all matters relating to any work or communication within the work done for CFWM.

ADDITIONAL RESPONSIBILITIES:

- All CFWM staff are expected to observe and contribute to the Organisation's policy on equal opportunities and work to the Organisation's policies, procedures and standards.
- The Development Officers role involves extensive travel throughout the County; the Development Officer, therefore, needs to be able to work on their own initiative and have good liaison skills.

In addition to these duties, responsibilities and requirements listed above, the CFWM Development Officer is required to carry out other duties as may reasonably be required in order to meet the needs of CFWM. Competence in MS Word, Powerpoint and Excel is essential.

Note: this job description may be reviewed and it should not be assumed that the content and reporting lines will remain the same indefinitely.