



Job title	Education and Youth Engagement Assistant (Internship)
Reporting to	Youth & Education Development Manager
Location	Spitalfields City Farm, Buxton Street, London, E1 5AR
Salary	£25,642 (+ £1,000 training bursary)
Benefits	25 days annual leave (plus Bank Holidays)
Hours	5 days a week, including weekend work (37.5 hours)
Term	Fixed term 1 Year contract - You must be ready take up the post by March 2024 .

ABOUT US:

Spitalfields City Farm is a two-acre, free-entry, urban oasis located a stone's throw from the City of London that offers a unique and creative natural environment for all to enjoy. The Farm has been a safe space for everyone in the Tower Hamlets community for over 40 years. We work with a wide range of people to help them to experience the full range of benefits from being outdoors: gardening, harvesting, cooking vegetables, caring for animals, volunteering and taking part in events. We provide opportunities that empower people, helping them gain new skills and confidence to improve their employability, combat loneliness and make new friends.

Our vision is to create a space for all, that empowers people to make positive change to their lives, our community, and the planet.

ABOUT THE ROLE:

We are looking for a new member of our team, who will be helping to run our education department. This is an internship, so we don't expect you to know how to do everything, and we are here to guide you the whole way with support and training in-house and via the Jack Petchey Foundation.

We would like to find a person with fresh ideas about ways to engage with young people in our area and help us to develop exciting youth-centered activities to run at the farm and in the community.

Forming part of the farm's small delivery team, the Education & Youth Engagement Intern will:

- Support with the planning and delivery of our educational programme for children and young people, including visiting school groups and holiday clubs
- Provide support with administration, recordkeeping and data collection
- Develop new ways of engaging young people with the farm
- Contribute to developing a social media strategy to promote our new young people's provision and publicise the farm more widely.

The Education and Youth Engagement Assistant (Internship) role is a twelve-month paid Internship to begin no later than **March 2024**, supported by the Jack Petchey Foundation.

As part of this role, you will be part of the Jack Petchey Internship Programme with 29 other interns from different youth organisations in London and Essex. This development programme will involve you attending a launch conference, a six-



month update workshop, six professional development workshops through the year and a celebration event at the end of the programme.

The Jack Petchey Internship development programme is designed for young people who are leaving further or higher education and starting out in the youth/charity sector - or young people who have done one or two years of employment and are looking to transfer into, or take their next career step in, the youth/charity sector.

You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person in London, and you will be expected to take full part in this programme alongside your role at Spitalfields City Farm.

For more information about the internship programme please see:

<https://www.jackpetcheyfoundation.org.uk/opportunities/internships/>

ABOUT YOU:

The Education and Youth Engagement Intern will need to be sociable and enjoy working in a public-facing role. Good organisational skills and attention to detail are essential, as is the ability to be flexible.

You will be someone who enjoys being outdoors most of the time and has an interest in all things' nature. A willingness to expand your knowledge in this area will be key to a successful placement. You will be creative and able to generate ideas, not being afraid to voice them. Mainly we are looking for someone with energy and enthusiasm to help to preserve an amazing wild green space in the heart of the city.

Person specification

You will be:

- Looking for a job in the youth work or outdoor charity sector
- Energetic
- Interested in learning about the natural world, food growing and animals
- Happy to get stuck in
- Ready to reach your potential
- Looking to make changes for children and young people in your community
- Personable with a friendly attitude

Essential

- Good IT skills (word & excel)
- Excellent organisational skills



- Ability to work effectively as part of a team
- Good communication skills, both verbal and written
- Understanding of the importance of education
- Ability to work outside in all weather conditions
- Creative and resourceful

Desirable

- Experience in food growing, gardening or animal care
- Experience creating content for social media channels in a professional setting
- Experience working for or volunteering with a charity

APPLICATION INFORMATION:

The deadline to apply is Wednesday **31st January at midday**

To apply, please complete the online application form. The final question will ask you to upload a CV. We will not accept applications that do not include a CV or where all questions have not been answered. Below is a link to the application along with a link to a document that will support you to complete your application.

<https://forms.office.com/e/tWkHtmaM5E>

[Tips for completing your application](#)

If your application has been successful, we will be in contact to arrange for an interview by **Friday 16th February 24**. Due to capacity, unsuccessful candidates will not be contacted. After an interview we will ask you to supply the contact details of a referee who knows you in an educational or professional/voluntary capacity. The successful candidate will be expected to complete a full DBS check, to be processed and paid for by Spitalfields City Farm.

We are a community organisation and it's important to us that the staff team are reflective of the community we serve. This is not always the case in the outdoor sectors, especially in farming. We actively encourage applications from people who are members of communities typically marginalised from farming and land work. The farm sits within a vibrant Bangladeshi community and applicants from the community local to the farm, are strongly encouraged to apply. We also welcome applications from young people with experience of the care system and those who identify as LGBTQIA+

If you would like to discuss the role or require any additional information or support for your application, please contact Rachel Hippolyte Rachel@spitalfieldscityfarm.org or call on 02072478762