



Job title	Education and Youth Engagement Assistant (Internship)
Reporting to	Education Coordinator
Location	Spitalfields City Farm, Buxton Street, London, E1 5AR
Salary	£21,547
Benefits	-
Hours	5 days a week, including 1 weekend day per week (37.5 hours)
Term	1 Year contract - You must be ready take up the post by <b>31 Jan 2022</b> .

### **ABOUT US:**

Spitalfields City Farm is the nearest city farm to the square mile. Despite this, we are located in one of the most deprived and densely populated wards of Tower Hamlets. We work with a vibrant and multi-cultural community to provide educational opportunities for children and adults alike, to empower people to gain new skills and confidence and to combat loneliness and food poverty. Small yet ambitious, we accomplish a lot with a little, which is an even greater challenge at the moment with the current public health crisis. Like many others, we are finding novel ways of being there for our community and continuing to raise funds. You will be joining the organisation at a very exciting time as it begins its next stage of growth and driving impact through the development of a new strategy.

### **ABOUT THE ROLE:**

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

- Support with research, development and implementation of new educational provisions for young people
- Support with the planning and delivery of the current educational programme for children and young people
- Take a leading role in youth engagement
- Provide administrative support to the Education Coordinator

The Education and Youth Engagement Assistant (Internship) role is a twelve-month paid Internship to begin during Jan 2022, supported by the Jack Petchey Foundation. You must be ready take up the post by **31 Jan 2022**.



As part of this role, you will be part of the Jack Petchey Internship Programme with 25 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 (subject to covid restrictions) in London and you will be expected to take full part in this programme alongside your role at Spitalfields City Farm.

#### **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 an 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 grow 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 for helping to preserve an amazing wild green space in the heart of the city.

#### **Key responsibilities**

##### **Youth & Family Engagement**

- Research and identify ways to engage local young people and families and promote the farms educational provision.



- Help develop a focus group of young people to inform us as to the type of services or provision young people would like and need.
- Help develop relationships with local youth hubs, schools and community groups.
- Support the Education Coordinator to develop a strategy for engaging local young people
- Create social media content to engage young people
- Act as a peer leader for young people attending regular farm sessions

### **Education Planning**

- Sourcing and creating resources for all educational activities
- Developing written materials for educational activities
- Researching and compiling findings to support development of educational activities
- Supporting to collate evaluation data and create reports
- Developing content for social media to promote educational activities at the farm
- Managing and maintaining the education cupboard, creating an inventory of equipment and resources
- Managing and maintaining all educational documents (digitally and physically)

### **Education Delivery**

- Support the Education Coordinator to deliver weekly gardening sessions to school groups
- Deliver farm tours to school groups
- Support the Education Coordinator to deliver holiday workshops and events
- Coordinate sessional staff and volunteers in the absence of the Education Coordinator

### **General**

- Answering the phones and greeting public
- Support in the implementation of the farms Health & Safety policy
- Other duties that may be reasonably required to support the running of the farm

### **Person specification**



### Essential

- Personable with a friendly attitude
- Good IT skills (word & excel)
- Excellent organisational skills
- Ability to work effectively as part of a team
- Excellent communication skills, both verbal and written
- Hard working and willingness to get 'stuck in'
- Passion for nature and the outdoors
- 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 **Sunday 12<sup>th</sup> December 2021**. If you are shortlisted, interviews will be held on **Friday 17<sup>th</sup>** and **Tuesday 21<sup>st</sup> December**.

All are welcome to apply but we encourage applications from people who identify as PoC and particularly those from the local community in Tower Hamlets.

### How to Apply

You do not need a CV or cover letter to apply for this role. You will be asked to complete an online questionnaire with 6 questions specific to the role.

Click this [link](#) to apply



### Advice for completing the questions

- Type your answers on a separate word document, then copy and paste into the online questionnaire.
- Make sure you check your answers before submitting. You might want to have someone else look over it before you submit.
- We want to know about you, make your answers personal to your experience, don't just write what you think we want to hear.
- Read the job description and person specification fully.

If you would like to discuss the role or require any additional information or support, please contact **Rachel Hippolyte** [education@spitalfieldscityfarm.org](mailto:education@spitalfieldscityfarm.org)