



## Learning and Outreach Officer

<b>Salary:</b>	<b>£27,500 (FTE)</b>
<b>Hours:</b>	<b>28 hours/week (flexible post with some hours worked on a Saturday)</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Annual Leave:</b>	<b>25 days pro rata + statutory holidays</b>
<b>Responsible to:</b>	<b>Garden Manager</b>
<b>Location:</b>	<b>Stonebridge, London Borough of Brent</b>

## About Sufra NW London

Sufra is a charity in North West London that prevents hunger, fights poverty and builds community. With the help of our volunteers and partners, we coordinate a network of food banks, kitchens, a community shop and café. These act as a gateway for guests to access more holistic support – including welfare advice, asylum support and our award-winning community garden.

We aim to work with our guests to find solutions to their challenges together, whilst campaigning against the causes of hunger and poverty.

### Our services include:

**Food Bank:** Our Food Bank provides emergency supplies of essential food and toiletries to individuals and families experiencing acute crisis. Our parcels are typically made up of a mixture of non-perishable and perishable items. The size of our food parcels vary depending on the size of the household, and they typically last 5 to 7 days. To receive a parcel, you need to be referred by one of our 160 Referral Agencies.

**Community Kitchen:** Our Community Kitchen services are open all year round, serving hundreds of meals every week to hungry guests – including the homeless, families experiencing food poverty and people who are socially isolated and lonely.

The Kitchen runs from our partner venues at Bridge Park Leisure Centre (Monday and Tuesday evenings), Ark Elvin Academy (Wednesday evenings), Laurence's Larder (lunchtime on Thursdays) and Granville Community Kitchen (every Friday evening). Last year we served over 18,500 hot meals in Brent.

**Welfare Advice Service:** Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties.

**Refugee Support:** Our Open ARMs (asylum seekers, refugee and migrants) programme supports newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community.

**St. Raphael's Edible Garden:** Our beautiful Community Garden emerged from a local campaign by residents to develop a food growing project for the community. With the help of hundreds of volunteers, St. Raphael's Edible Garden now has a wildlife pond, a learning yurt space, a fruit tree orchard, compost bins, a pizza oven, plenty of raised beds and a stunning pergola.

Although the garden is managed and run by Sufra NW London, it is here to benefit the community. The garden provides a therapeutic space from where we can invest in the skills, health and wellbeing of local people whilst improving the appearance of the estate and giving residents an opportunity to come together, have fun and grow food.

**Community Wellbeing Project:** In response to the impact of the cost-of-Living crisis on families in Brent, we partnered with Brent Council to launch a Community Wellbeing Project. This pilot project offers household who are most impacted by the cost of living with access to a membership scheme comprising of four key elements: Community Shop, Community Café, Community Kitchen, and Wraparound Support.

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## Role Description

This is a fantastic opportunity for a Learning and Outreach Officer who specialises working with Children and Young People. You will be part of an expanding community garden team and play a key role in developing and delivering a comprehensive enrichment programme for children and young people from some of the most disadvantaged communities in Brent.

The main purpose of the Learning and Outreach Officer is to enable us to develop, expand and strengthen our programme offering. The Learning and Outreach Officer will work with children, young people and various stakeholders to identify gaps in provisions and work to ensure they are meeting the needs by improving the activities, programmes and learning opportunities.

The post holder will be able to demonstrate a strong empathy and understanding of the issues facing children and young people from disadvantage backgrounds, have knowledge and understand the landscape of the London Borough of Brent, as well as experience in delivering a range of activities and workshops both within a team setting and working independently. You will support children and young people's personal and educational development, whilst also encouraging an increased ecological awareness and respect for nature.

You will ensure there is strong focus on achieving tangible outcomes for children and young people of Brent as well as engaging children and young people through consultation and outreach, working towards setting up a Youth Steering Panel at Sufra to ensure young people are able to influence our services and programmes.

This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality and inclusivity. We are looking for an exceptionally committed individual who is willing to go the extra mile and has flexibility to work during evenings and weekends. This is a frontline role, we are looking for a positive, friendly individual who will be required to work on site 3.5 days per week.

We offer a wide range of employee benefits including:

- Excellent annual leave entitlement
- Pension scheme
- Employee Assistance Programme
- Death in Service benefit
- Flexible working
- Opportunities for training and professional development

To apply for this role, please submit a CV, Covering Letter (no more than 1 side) by email to [admin@sufra-nwlondon.org.uk](mailto:admin@sufra-nwlondon.org.uk), and complete our Equal Opportunities Form found [here](#).

**160 Pitfield Way, Stonebridge, London, NW10 0PW**  
**Telephone: 020 3441 1335 | Email: [admin@sufra-nwlondon.org.uk](mailto:admin@sufra-nwlondon.org.uk)**

If applying on Charity Jobs, please ensure you submit your CV and Covering Letter on Charity Jobs platform and complete our Equal Opportunities Form found [here](#).

**DEADLINE FOR APPLICATIONS: 27<sup>th</sup> August 2024. We encourage applicants to apply as soon as possible with interviews being carried out on a rolling basis.**

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# Main Duties & Responsibilities

## Role

*To consult, develop and deliver a wide range of informal learning activities and accredited training in a Community Garden setting to children and young people living in Brent.*

## Learning and Outreach

- Establish and develop a yearly programme of school holiday activities for children and young people's to be delivered in the community garden.
- Engage, recruit and manage a wide range of children and young people to attend courses and horticultural activities and maintain up to date records.
- Deliver informal and AQA accredited training to children and young people
- Re-establish a children and carer Under 5's Nature Kids Club for local residents and families who use Sufra services.
- Assist the Garden Manager in recruiting and supporting external facilitators to deliver specialist workshops and courses.
- Develop and deliver garden enrichments activities for local SEN schools and other primary school children.

## Engagement responsibilities

- Promote and champion the Community Garden and learning programme through marketing and community outreach activities (answering emails and queries, updating WhatsApp Groups, developing outreach materials and carrying out face to face outreach).
- Consult with a wide range of youth groups, schools and children and young people of families who use Sufra services to establish new programmes and learning activities and a youth led steering community.
- Assist the Garden Manager in supporting the children and adults volunteering programme in the garden.
- Support the Garden Manager with launching and maintaining two new growing sites in collaboration with local schools.
- Support the Garden Manager in consulting, developing and delivering two yearly engagement events.
- Support and engage with individuals from diverse demographic backgrounds and varying needs, ensuring inclusive and equitable practices for all.

## General responsibilities

- Compile monitoring data relating to the project and project users, as required by funders and Sufra's reporting systems.
- Support with developing case studies and gathering feedback from children and young people.
- Assisting in the general maintenance and cleanliness of the site, ensuring the garden area is safe, secure and tidy at all times.
- Undertaking inventories of tools, equipment, learning resources and materials
- Be committed to the aims, procedures and policies of Sufra's advice service in every aspect of service delivery.
- Take part in supervisions, personal development training, team meetings and appraisals.
- Undertake any other reasonable duties to support the operations of the charity.
- Follow Sufra's safeguarding policies and respond appropriately to disclosures or concerns which relate to the well-being of a child and adults at risk.

# Person Specification

Competency	Specification	E	D
<b>Education &amp; Training</b>	Accreditation in youth work		✓
	Training in safeguarding	✓	
<b>Knowledge &amp; Experience</b>	Minimum 1 years' experience working in a similar field, facilitating outreach and learning activities	✓	
	Experience working with disadvantaged children and young people and children with SEND	✓	
	Experience in developing teaching and/or facilitating	✓	
	Ability to develop community engagement activities		✓
	Knowledge in gardening and horticulture practices	✓	
<b>Skills &amp; Abilities</b>	Ability to establish good relationships with children and young people and various stakeholders	✓	
	Ability to respect and maintain confidentiality	✓	
	Excellent communication skills in English	✓	
	Additional community language skills		✓
	Ability to work independently and prioritise workload	✓	
	Ability to manage and support children and young people volunteers	✓	
	Advanced IT skills (Microsoft Office)	✓	
<b>Attitude</b>	Honest, trustworthy and ethical in all actions and decisions	✓	
	Open to working Saturdays and occasionally in evening times	✓	
	Personal commitment to organisational excellence and the values of Sufra NW London	✓	

The post is subject to a probationary period of 6 months.