



Jamie's Farm

Recruitment pack

**Job title**

Senior Visit Coordinator

Salary

Pay band: A5 Senior Coordinator
£31,500 – £39,900

Location

Upper Redbrook, Monmouth, NP25 4LU

Reports to

Head of Farm, JF Monmouth

Application deadline

9am Monday 15th July

Direct reports

2-3 members of the Monmouth Team

Interview dates

First Interview – w/c 22nd July (Virtual Interview).
Second Interview – Thurs 1st Aug (some flexibility for those who cannot make it).

Start date

Monday 2nd September or as soon as notice period allows

Full Time

45 hours a week Monday – Friday



**We're a charity
equipping
young people
to thrive**

“

A single opportunity,

belief and support...

that's all it took

to change

my life



About Jamie's Farm

Our vision

Vulnerable children nationwide will be better equipped to thrive during their secondary school years and beyond.

5 children

in a classroom of

30

are likely to have a mental health problem ▼

Only 43%

of disadvantaged pupils reach the 'expected standard' in reading, writing and maths*

1.6 million

pupils were persistently absent during the 2021/22 academic year ■

Our mission

We exist to transform the lives of young people who aren't thriving at school or home, through our unique residential programme built around our core elements of Farming, Family, Therapy and Legacy.

We also aim to influence the education system by enabling systemic change through spreading our approach. We do this by training teachers and other professionals in multiple sectors to engage more effectively with young people in their care, as well as informing and supporting parents and society at large to enable all young people to thrive.

Charity overview

At Jamie's Farm we believe in the innate potential and good in every young person, no matter their background or life experiences. Our programme offers a preventative solution to empower young people to change course. Small groups of young people are immersed into farm life during a 5-day residential, or series of day visits, tackling real jobs with tangible outcomes, within a supportive family environment; this encourages cooperation, boosts self-esteem and builds positive relationships. A visit to Jamie's Farm does not end when young people leave; our legacy strand ensures we work in partnership with all our schools to ensure impact lasts.

Since our inception in 2009 we have experienced significant growth, expanding from one Farm to five and supporting more than 13,000 young people across England and Wales. We have an ambitious strategic plan over the coming years, including opening two more residential Farms in the next two years, improving the practice of education professionals and becoming a leading voice in advocating for the needs of young people which are ever-growing in the face of today's societal challenges.



Discover more on our socials

-  [jamies_farm](#)
-  [Jamie's Farm](#)
-  [JamiesFarm](#)
-  [cultivatingchangeuk](#)

Our values

Our values guide everything we do at Jamie's Farm. We seek to ensure that even as the charity grows, we are able to maintain the unique culture that we have established across our farms – a culture that is based on an optimistic can-do spirit, and which supports and challenges us to be the best of ourselves.



Farm overview

Jamie's Farm Monmouth

Nestled above the stunning Wye Valley and the Forest of Dean, Duffields Farm is our third rural site and our first location in Wales. Offa's Dyke Path runs through the middle of our land, with the English border following a stream along the farm's boundary.

Duffields Farm operates on a small scale and embraces sustainable practices to enhance the ecology of the Wye Valley and the Forest of Dean. We are surrounded by amazing wildlife and nature.

Our kitchen garden, boasting breath-taking views over the valley, provides a large portion of the fruit and vegetables we eat during visits. We also have a small hillside woodland, which visiting young people help us manage for firewood and green wood projects.

This secluded and peaceful farm provides a nurturing yet adventurous setting for our visiting young people. A short drive away, groups enjoy walks up the Skirrid, an easterly outlier of the Black Mountains in Wales.



Head of Farm

Jo Powell



[Meet the Monmouth Team](#)



Where this role is:

Duffields Farm
Redbrook
Monmouth
NP25 4LU



Our community

At the heart of our charity lies a vibrant community spirit, embodied by our dedicated team. We take immense pride in fostering a strong sense of camaraderie that transcends the seven locations we operate in England and Wales. Despite geographical spread, we remain steadfast in our commitment to unity, coming together as one cohesive team throughout the year. The celebrations at our staff parties and annual away days to the Brecon Beacons stand out as cherished highlights on our calendar, illustrating the bonds that make our charity a thriving community.



Training and development

We aspire to be a catalyst for personal and professional growth. Central to this is our commitment to the continuous training and development of all our team members. We proactively evaluate and refine our initiatives. Our annual performance reviews play a pivotal role in identifying areas where team members may seek development opportunities. We actively encourage our staff to take ownership of their roles, enabling a culture of creativity that empowers both individual progression and collective advancement.



Pay and progression

Jamie's Farm maintains a transparent pay banding structure that ensures payment is aligned with the responsibilities outlined in each role. Progression within these bands is determined by factors such as tenure, assumption of additional responsibilities, outstanding performance, and the attainment of additional qualifications. Furthermore, our salary band structures undergo an annual review through market benchmarking and inflation, allowing us to stay responsive to industry standards and adjust as needed.

Diversity, Equity & Inclusion

At Jamie's Farm, our commitment is for everyone to thrive, irrespective of their background. The cornerstone of this commitment is our dedicated work on Diversity, Equity and Inclusion (DEI). In line with this commitment, we have recently established a DEI committee and forged a partnership with a DEI consultant. Together, we are diligently working to fortify our practices in this area, ensuring Jamie's Farm is not only a welcoming space but an inclusive environment where everyone can contribute, work and find enjoyment without barriers.

Sustainability

Jamie's Farm understands the interconnectedness of climate change and environmental crisis. With this awareness, we acknowledge our responsibility to diminish our carbon and environmental footprints, positioning ourselves as a conscientious and responsible charity. Following a comprehensive carbon audit, we are actively implementing measures to mitigate the impact of our operations. In the coming years, we are committed to the installation of energy-saving technologies across our farms, exemplifying our dedication to sustainability.

We are passionate about embracing regenerative farming methods and employing a diverse range of sustainable agriculture techniques. These practices not only contribute to reducing our ecological impact but also create environments where wildlife can flourish. Through these initiatives, we strive to be an example for positive environmental change within our community and beyond.



About the role

The Senior Visit Coordinator Role is a vital part of the Delivery Team. They will also work closely with the Senior Visit Coordinators at the other Jamie's Farms and the HQ-based Operations team to ensure smooth delivery of the programme at Jamie's Farm Monmouth.

this role



Delivery

Our Delivery teams are made up of people with a wealth of experience from a variety of backgrounds. We have ex-teachers, carpenters, farmers, therapists and social workers...the list goes on! Every week they welcome our visiting young people, working alongside them, modelling relationships and supporting them in the daily tasks whilst enabling them to see themselves differently. Labels and preconceptions are left at the farm gates. The farm is a fresh start and our delivery teams are paramount in making the experience a transformative one.

Other teams across the organisation



Operations

Our programme wouldn't be possible without a hive of hidden activity. Our Operations team look after our fundraising, communications, IT, finance, Impact measurement, house lets and business development. They ensure the smooth running of the charity, securing our future financially and spreading our message. Although not directly working with young people, there are opportunities to support on delivery when we have larger groups staying. All staff are encouraged to spend a week immersed in the programme at the start of their employment too.



Farming

Farming is at the heart of all we do. The purposeful nature of our farming activities in the beauty of these rural environments is the catalyst for the transformation we see in the young people that visit. We pride ourselves on the stewardship of our land, in the careful nurturing of our animals, in seeing the sense of purpose and satisfaction our visitors get from hard work, and in ensuring our farming enterprises are good for business. Our Farm Managers drive this crucial strand of our work forward.



Housekeeping

Our farmhouses and indoor spaces are purposely homely, cosy and inviting. We stay away from the institutional décor and set-up of schools and other residential trips. We have bedrooms instead of dormitories, large tables to sit together for all meals, comfy sofas and toasty fires. Ensuring our spaces are looked after and a welcoming space is made possible by our dedicated team of housekeepers. Not only is this critical for the day-to-day running of our programme, but this team is also essential for our house lets business – securing significant funds to support the charity.

Main responsibilities

Responsibilities include, but are not limited to:

Participation in up to 4 visits a month, including:-

- Being the primary contact and relationship holder for a portfolio of schools/organisations and being responsible for deputising for the Head of Farm during those visits
- Planning and delivering farm based and/or cooking activities with young people
- Contributing to farm life including daily walks, mealtimes and running an evening activity
- Participation in, and leading of Jamie's Farm group meetings

Other major responsibilities include:-

- Collaborating with the Head of Farm in overseeing the tracking and completion of visit documentation and data
- Participation in meetings with visiting staff and ensuring they get maximum value from the Jamie's Farm experience - Monmouth 'Cultivating Change' Lead and Monmouth 'Legacy' Lead (coordinating the follow-up process effectively)
- Being responsible for coordinating regular and weekly volunteers at the Monmouth site
- Providing information and media to HQ to support Jamie's Farm's marketing and communications

Experience and skills

- Experience working in a social work, therapeutic or educational setting (**essential**)
- Experience of working with diverse groups of young people and/or vulnerable adults (**essential**)
- Ability to exemplify Jamie's Farm core values of positivity, passion, generosity, collaboration and professionalism
- Strong work ethic and ability to share this with visiting staff and young people
- Exceptional communication, teamwork and organisational skills
- Ability to develop strong relationships with diverse individuals and organisations, and to influence and motivate others
- Strong IT and literacy skills to complete administrative tasks

What we offer

- Competitive salary, dependent on experience
- All meals during working hours
- Use of company mobile phone and laptop
- 31 days of annual leave plus Bank Holidays
- Generous Pension Contribution
- Opportunity to be part of a dynamic and supportive team culture
- Regular therapeutic supervision
- Regular CPD and specialist training

To apply

At Jamie's Farm, we recognise the importance of diversity and representation in our workforce, and as such are eager to encourage applications from candidates who are currently underrepresented in our organisation.

Please complete the Application and Equal Opportunities Form via our **9am Monday 15th July 2024** and send to recruitment@jamiesfarm.org.uk

If you'd prefer to submit a video application rather than a written application, please send a link to the video to recruitment@jamiesfarm.org.uk

Please be aware successful candidates will be asked to deliver a short presentation upon interview. References will be taken for all shortlisted candidates.

Timeline

- Closing date: **9am Mon 15th July**
- Shortlisting: **Thurs 18th July**
- First Interview: **Week commencing 22nd July**
- Second Interview: **Thursday 1st August (some flexibility will be possible for those who cannot make this date).**
- Start date: **Monday 2nd September** (we will be understanding of notice periods)

Due to the nature of our work with young people, on acceptance of offer all Jamie's Farm employees are subject to an enhanced DBS check in accordance with our Safeguarding Policy. We will carry out an online search as part of our due diligence on all shortlisted candidates to identify any publicly available incidents and instances that we may wish to explore further at the interview. It is an offence to apply for this role if the applicant is barred from engaging in a regulated activity relevant to children.



“I love the variety of working at Jamie's Farm. I work with animals, young people from all walks of life, visiting staff and my fantastic team, and all of them bring something uniquely rich to my working day.”



**Subscribe to
our e-news**



jamiesfarm.org.uk

 JamiesFarm



Jamie's Farm



jamies_farm



Jamie's Farm

Registered charity no. 1129544