

RHUBARB FARM CIC

RECRUITMENT AND PROGRESSION OFFICER

JOB DESCRIPTION

Job Title: Recruitment and Progression Officer

Reports to: Farm Manager / Farm Deputy

Grade / Salary: Band 3 – Full-Time – £28,338

In undertaking this role, the *Recruitment and Progression Officer* will be expected to always act in a way that is consistent with, and actively supports Rhubarb Farm's Vision, Mission and Values.

ROLE PURPOSE

- To connect with employers, training providers, VCSEs, local authorities, and other organisations to progress the individuals we support towards new opportunities.
- To recruit, place and support people who come to the Farm for support.

MAIN DUTIES AND RESPONSIBILITIES

General

- Serve as the primary contact and account manager for VCSE, local authority and employer partnerships, across Derbyshire and Nottinghamshire, ensuring excellent relationship management and long-term engagement.
- Establish strong networks with partner organisations, engaging and influencing them at all levels to enhance support for the Farm's mission and the progression of the people we support into work placements, employment, volunteering, independent living, or other opportunities.
- Identify and support individuals who are ready for progression. Engage with them individually to work out the opportunity they wish to take up, and that would be best suited to them.
- Transition individuals carefully and supportively in their new role, until they are settled.
- Regularly assess partnership performance, evaluating the progression of individuals, brand-building initiatives, and project outcomes to inform growth strategies.
- Generate volunteering opportunities based on the needs of Rhubarb Farm.
- Promote the services of Rhubarb Farm through recruitment and publicity strategies.
- Manage the assessment of individuals to determine support needs and relevant support fees.
- Support and motivate individuals to attend the Farm (in conjunction with Project Leads) by providing accurate information, promptly following up referrals, arranging initial visits, maintaining regular contact, and allocating placements as quickly as possible.
- Conduct inductions for individuals along with their Support Worker.
- Allocate the correct staffing levels and organise cover when necessary.
- In collaboration with other Rhubarb Farm staff, support and develop aspiration, confidence, ability, and motivation in the people we support.
- Keep the transport list up to date, including correct pick-up/drop-off locations.

- Authorise Support Worker holiday requests while ensuring that adequate support levels are always maintained.
- In co-operation with other Rhubarb Farm staff, ensure that regular Health and Wellbeing questionnaires are conducted.
- With assistance from Rhubarb Farm staff, identify individuals able and willing to become Buddies to other less able or confident people.
- In co-operation with other Rhubarb Farm staff, plan, prepare, and deliver the annual Celebration event.
- Ensure people are notified of any changes to opening hours, or of any site closures in a timely manner.
- Conduct regular welfare checks for absentees.
- Provide support to individuals on-site as and when required.
- To help maintain the site to give maximum visitor enjoyment.
- To help maximise income-generation potential from sales or contracts.
- To work with colleagues to identify opportunities for Farm-related events and assist with their organisation, promotion and implementation, with TOIL allowed.
- To work at evenings and weekends, as and when required, with TOIL allowed.
- Any other duties commensurate with this post.

Recording and Monitoring

- Manage and oversee the keeping of accurate and up-to-date records of all volunteers at Rhubarb Farm using a Customer Relationship Management (CRM) system.
- Oversee the inputting of all attendance hours and intervention notes onto the CRM system.
- Review systems and processes regularly to make operational improvements.
- Monitor and evaluate all activities as and when required for funders or funding applications.
- Maintain databases and undertake any other administrative duties as required.

FURTHER INFORMATION AND RESPONSIBILITIES

When required, all Rhubarb Farm staff are expected to engage in:

- Supporting people who attend the Farm.
- Horticulture activities with guidance and support from the Horticultural Lead.
- Site Maintenance and Animal Care activities with guidance and support from the Site Supervisor.
- Food Work activities with guidance and support from the Food Champion.
- Event Work as and when required.

Confidentiality

Always ensure confidentiality, only releasing confidential information in line with Rhubarb Farm policy.

Data Protection Act

Comply with the requirements of GDPR Regulations

Equal Opportunities and Diversity

Ensure that all service users, partners, colleagues are treated as individuals within Rhubarb Farm's Diversity and Equality framework.

Health and Safety

You are required to always comply with the requirements of Health and Safety regulations and Rhubarb Farm's Health and Safety Policy and procedures.

Training

You are required to undertake mandatory training as directed by the Training Manager.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Employee Signed:	Date:
Employer Signed:	Date: