RHUBARB FARM CIC

BSCP PROJECT DEVELOPMENT WORKER

JOB DESCRIPTION

Job Title:	BSCP Project Development Worker
Reports to:	Farm Manager / Farm Deputy
Grade / Salary:	Band 2 - 4 days per week – £21,077 (£26,346 FTE)

In undertaking this role, the BSCP *Project Development Officer* will be expected to always act in a way that is consistent with, and actively supports Rhubarb Farm's Vision, Mission and Values but is also similarly consistent with the values and operating principles of Bolsover Woodland Enterprise, Doe Lea Resource Centre and New Houghton Community Hub.

ROLE PURPOSE

- Liaison between 4 local organisations for the planning and development of nature connected activities for vulnerable Bolsover residents.

MAIN DUTIES AND RESPONSIBILITIES

General
- Work with each partner to identify people in need of opportunities for social interaction, outdoor activities, and support to become involved.
- Seek referrals from partners - Community Connectors, social and mental health workers, and Link Workers/social prescribers, especially within the NHS.
- Engage participants, ensuring that their introduction to the support offered is managed effectively, considering their specific needs e.g. travel arrangements, level of support needed on site, and adjustments for any physical disabilities.
- Collaborate with each partner to identify, plan, and deliver activities and events that beneficiaries of each partner wish to do.
- Seek to actively engage people across Bolsover to better understand their local wants and needs and aid the partners to be responsive to community led activities.
- Consult with each partner to enable cross-referring of beneficiaries of each partner so that all have opportunities to participate in different activities and events.
- Liaise regularly with all partners, identifying and resolving any issues, for example, in relation to participant recruitment, and appropriateness of referrals to individual partners.

- Encourage participation in all activities and events to alleviate social isolation and enable new social interactions.
- Promote the events and activities across Bolsover.

Recording and Monitoring
- Manage the keeping of accurate and up-to-date records of all beneficiaries using a Customer Relationship Management (CRM) system.
- Gather evaluation and impact assessments from all partners and record data for monitoring.
- Manage the inputting of all beneficiaries intervention notes onto the CRM system.
- Review systems and processes regularly to make operational improvements.
- Monitor and evaluate all activities, across all four partners, 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 as Volunteers.
- 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: