OUSEBURN FARM CHARITY LIMITED
JOB DESCRIPTION

PLACEMENT PROGRAMME LEAD

RESPONSIBLE TO: OUSEBURN FARM BUSINESS MANAGER

RESPONSIBLE FOR: Ouseburn Farm Placement Programme

JOB PURPOSE

1. Under the support and guidance of the Farm Business Manager, to lead, develop and grow Ouseburn Farm's inclusive programmes supporting people with learning disabilities and additional needs within a farm-based, publicly accessible setting.

2. The postholder will oversee the provision of meaningful opportunities and activities that promote progression, employment skills, confidence and self-efficacy, ensuring high-quality, person-centred delivery embedded within the life of a working city farm and visitor attraction.

3. Alongside programme leadership, the role will contribute to the successful operation of Ouseburn Farm as a public-facing charitable enterprise, taking an active role in farm activities where appropriate. The postholder will ensure that all work is delivered in accordance with organisational policies, practices and procedures as set by Tyne Housing Association Board of Management.

MAIN DUTIES

Programme Leadership & Development

- To develop, implement and continuously improve high-quality inclusive programmes aligned with Ouseburn Farm's mission and strategic objectives.
- To ensure provision reflects best practice in person-centred support, accessibility and inclusion.
- To oversee the day-to-day delivery of programmes, ensuring high standards, consistency and positive participant experience.
- To ensure individual development planning is embedded within programme delivery, supporting progression and meaningful outcomes.
- To monitor, evaluate and report on programme impact, using data and feedback to inform continuous improvement.

Growth & Strategic Development

- To contribute to the strategic development and sustainable growth of inclusive provision over the next five years.
- To identify opportunities for new programmes, partnerships and income generation aligned with organisational priorities.
- To contribute to funding applications, reporting and service development planning.
- To represent Ouseburn Farm externally in relation to programme development and strategic partnerships.

Recruitment & External Partnerships

- To lead on participant recruitment, assessment and onboarding processes, ensuring fair access and appropriate placements.
- To build and maintain strong relationships with referral partners, schools, colleges, local authorities, community organisations, families and carers.
- To develop clear progression pathways and external partnerships that support participants beyond their time at the farm.

Team Leadership & Quality Assurance

- To line manage and support programme staff, ensuring effective supervision, performance management and professional development.
- To foster a positive, inclusive and collaborative team culture.
- To ensure that staff provide a high-quality, welcoming and safe service to participants, visitors and volunteers.
- To ensure safeguarding responsibilities are fully implemented and embedded within programme delivery.
- To ensure appropriate monitoring, recording and documentation is maintained in line with organisational and regulatory requirements.

Operational & Financial Management

- To ensure programmes are appropriately resourced and delivered within agreed budget parameters.
- To ensure accurate recording of income and expenditure within relevant areas, in liaison with the Farm Manager and the Finance and Admin Officer.
- To ensure the health, safety, and welfare of all users of Ouseburn Farm at all times.
- To contribute to wider farm activities, including events and holiday provision where appropriate.
- To attend operational and strategic meetings as required.

TERMS AND CONDITIONS

Annual remuneration	£28,326 - £30,355 per annum
Hours of work include weekend work	37.5 hours per week - 5 days over a seven day period which may
Notice Period	8 weeks

The postholder will be subject to an enhanced DBS check

All staff are employed subject to the successful completion of a 6-month probationary period

Other terms and conditions will be as stated in the Terms and Conditions document

Supervision and direction will be provided by the Ouseburn Farm Business Manager who is accountable to the Head of Business Development.

PERSON SPECIFICATION

Essential Criteria

Experience & Knowledge

- Experience of leading or coordinating programmes that support people with learning disabilities, difficulties, and autism.
- Experience of designing and delivering person-centred provision that promotes progression, independence and confidence.
- Experience of line management, supervision or supporting staff/volunteers.
- Experience of building and maintaining positive relationships with external partners (e.g. referral agencies, schools, colleges, community organisations or local authorities).
- Understanding of safeguarding responsibilities and best practice in inclusive settings.
- Knowledge of outcome monitoring and the ability to evidence impact.

Skills & Abilities

- Ability to lead and motivate a team, fostering a positive and inclusive culture.
- Strong organisational and planning skills, with the ability to manage multiple priorities.
- Ability to balance strategic thinking with hands-on delivery in a practical setting.
- Confident communicator, able to build effective relationships with participants, families, colleagues and external partners.
- Ability to contribute to service development and identify opportunities for growth.
- Competent in record keeping, reporting and basic budget monitoring.

Personal Qualities & Values

- A commitment to inclusion, equality and person-centred practice.
- A belief in the value of farm-based, practical learning environments.
- Calm, resilient and able to manage challenges positively.
- Willingness to work collaboratively within a small, busy charity environment.

Desirable Criteria

- Experience of working within a social enterprise, charity or community-based organisation.
- Experience contributing to funding applications or service development planning.
- Knowledge of employment skills development, supported internships or progression pathways.
- Experience working within a visitor-facing or public environment.
- Relevant professional qualification in education, social care, youth work, community development or similar.

RECRUITMENT TIMELINE

1. 27th October: Job advert published
2. 2nd - 6th November: Informal conversations about the role (contact admin@ouseburnfarm.org.uk to arrange)
3. **22nd November: Application Deadline**
4. 25th November: Invite to interviews sent with interview questions and task
5. 27th November: Deadline to accept invitations
6. **1st, 2nd December: Interviews, in person**
7. 4th December: Decision for candidates.

HOW TO APPLY

Please send:

- **Your CV (Max 2 pages / PDF or Word)**
- **A covering letter that demonstrates your suitability for the role and why you're interested in working with us (Max 2 pages / PDF or WorD)**

To: katie.bates@ouseburnfarm.org.uk

If you'd like to chat about the position in advance of making an application, please contact us on the email above or call 0191 232 3698 to arrange an informal conversation.