



## **OUSEBURN FARM CHARITY LIMITED JOB DESCRIPTION PLACEMENT PROJECT WORKER**

**RESPONSIBLE TO:** Placement Lead

Ouseburn Farm Charity is a free-to-enter city farm located just a mile from Newcastle city centre. Welcoming over 40,000 visitors each year, it offers a place to connect with nature, animals, and food.

Since 2014, Ouseburn Farm has supported adults with learning disabilities, difficulties, and autism through its year round Placement Programme. Participants receive personalised, supportive plans and take part in meaningful tasks across the farm. Our current programme of workshops include:

- Large and small animals - assisting the adults in feeding, grooming, health checks, mucking out and general farmyard cleaning.
- Upcycling workshops - DIY and creating things from wood to take home or to sell in our on site shop.
- Creative workshops - arts and crafts, textiles, and photography
- Cooking workshops, which allows participants to gain practical experience in baking and an opportunity to focus on their nutrition and wellbeing.

The farm currently supports 45 adults who attend these workshops from Monday to Friday.

### **The Placement Project Worker Role**

The role of project worker is to work closely with the people we support, to ensure that they participate in practical, engaging, and meaningful workshops.

Every day brings new interactions and outcomes, making this position a unique and exciting role for someone with a proactive and positive attitude, who can adapt to ever changing situations, and who has a passion to make a positive impact on people's lives.

### **JOB PURPOSE**

1. To work closely with adults with Learning Disabilities and Autism, supporting them to take part in safe, engaging and meaningful workshops that build confidence, independence and wellbeing.
2. To plan, deliver and continually improve a varied programme of practical workshops, bringing creativity, new ideas and problem solving to ensure activities remain engaging, inclusive and responsive to participants' needs.

3. To contribute to the successful day to day operation of Ouseburn Farm by working collaboratively across the organisation, supporting colleagues where needed, and helping to create a welcoming environment for participants, volunteers, and visitors.

### **MAIN DUTIES**

1. Plan, support, and deliver engaging workshops across the Placement Programme, adapting activities to meet the needs, interests and abilities of participants.
2. Support the Placement Lead to develop new workshops and continually improve the programme.
3. Provide pastoral support to participants outside of workshops, building positive, professional relationships that encourage confidence, independence and personal development.
4. Monitor participant wellbeing, progress and support needs, maintaining accurate records and sharing feedback with the Placement Lead.
5. Ensure the health, safety and wellbeing of participants at all times, including during breaks, transitions and transport collection.
6. Follow safeguarding policies and procedures, reporting any concerns promptly to the Safeguarding Lead.
7. Work flexibly to support workshop delivery across the programme, providing cover where required and responding positively to changing priorities.
8. Help maintain safe, clean and welcoming workshop spaces and ensure equipment is cared for appropriately.
9. Contribute to the wider success of Ouseburn Farm by supporting colleagues, volunteers and public events where needed.
10. Attend team meetings, contribute ideas and undertake any other duties reasonably requested by the Placement Lead or Farm Manager.

### **TERMS AND CONDITIONS**

Annual remuneration	£13,988 (actual)
Hours of work	20 hours per week, Tuesday - Friday, 10:15-3:15
Annual Leave	26 days annual leave pro rata (136 hours including public holidays rising to 152 hours after 5 years service)
Notice Period	4 weeks

The post holder will be subject to an enhanced DBS check

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

Supervision and direction will be provided by the Placement lead who is accountable to the Farm Manager of Ouseburn Farm Charity.

### **PERSON SPECIFICATION**

It is expected that the successful candidate will have an understanding of adults with learning difficulties, disabilities and autism. The successful candidate will have a positive attitude and will be expected to be versatile and able to contribute to all aspects of the farm placement provision, delivering any of the workshops in our adult placement provision.

If you'd love to work with us, but don't tick all of the skills below, please do still consider contacting us to arrange an informal conversation about the role.

The ideal candidate will also demonstrate the following skills and knowledge:

### **Essential skills**

- Knowledge of people with Learning Disabilities and/or experience supporting a similar client group through work or volunteering.
- Experience planning and delivering engaging workshops, activities or wellbeing sessions for groups.
- A positive, person-centred approach that enables disabled people to achieve their personal goals.
- Strong teamwork skills, with experience working alongside colleagues and volunteers.
- Good organisational, time management and IT skills, including the ability to complete associated administration.
- Resourceful and proactive, with the confidence to solve problems and make sensible decisions in a busy environment.
- Able to monitor, review and evaluate participant progress.
- Adaptable and flexible, with confidence to respond to changing priorities and deliver workshops at short notice when needed.
- Strong facilitation skills and the ability to manage small groups in a supportive and inclusive way.
- Able to maintain appropriate professional boundaries.
- An understanding of confidentiality and the ability to deal with information of a highly sensitive nature.

### **DESIRABLE**

- Working knowledge of Safeguarding alerts, Mental Capacity, Risk Assessments
- An interest in creative arts, animals or DIY.
- Experience supporting people with learning disabilities, autism or mental health needs in a community, education, or training setting.

### **RECRUITMENT TIMELINE**

- 10th July: Job advert published
- 13th July - 23rd: Informal conversations about the role (contact [admin@ouseburnfarm.org.uk](mailto:admin@ouseburnfarm.org.uk) to arrange)
- 31st July: Application Deadline
- 5th August: Invite to interviews sent with interview questions and task
- 8th August: Deadline to accept invitations
- 11th, 12th August: Interviews
- 14th August: 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](mailto: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.