

# Wellbeing Lead at Hartcliffe City Farm (HCF)

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## JOB DESCRIPTION

Responsible to: HCF General Manager  
Responsible for: Volunteers  
Grade: D

### Background:

Hartcliffe City Farm (HCF) is a 6-acre site located in Hartcliffe, Bristol. The site comprises of several gardens, a market garden, a farmyard with a variety of animals. There are several buildings on site including an office, fully kitted-out volunteer room and a community kitchen space. We are a public site, open 9-4 seven days a week.

Educational activities including stay and play, Holiday Activities and Food programme (HAF), a supper club and City of Bristol horticulture and animal care student activities happen on site. We have an independent volunteering programme that supports day-to-day activities at the farm and a calendar of events throughout the year also supported by volunteers. HCF is looking to expand our offer to the community by developing a health and social care offer.

### The role:

This role is suitable for someone who is passionate about supporting adults and improving health and wellbeing through activities at the farm.

The Wellbeing lead will be responsible for planning, coordinating and delivering the Health and Social care activities at Hartcliffe City Farm (HCF).

This role will develop new Health and Social Care services at HCF in response to local needs.

The role also includes administrative duties such as gathering data for reports, processing new referrals, and carrying out participants risk assessments.

### Main duties and responsibilities

- Lead on the development of the health and social care offer at Hartcliffe City Farm, informed by local needs
- Deliver a programme of activities for individuals with mental health problems or with people from other vulnerable groups
- Identify, develop, and support volunteering opportunities which support participants recovery and progression
- To process new referrals and carry out risk assessments
- Liaise with partner organisations within the local VCSE sector
- Day-to-day management of Hartcliffe HSC budget
- Develop effective relations with commissioners, project partners and service users.
- Monitor, evaluate and report on projects and ongoing activity
- Recruit, train and support independent volunteers in the delivery of health and social care activities
- Ensure that policies and procedures are followed

- Maintain administrative records

### General

- Understand the organisation's structure and ethos
- Contribute to the strategic direction, management and smooth running of the organisation
- Carry out other duties commensurate with the responsibility of the post
- Support organisation-wide events and activities when required
- Assist in the promotion of the organisation, its services and activities
- Carry out other duties commensurate with the responsibilities of the post

### Person Specification

#### Essential

- At least 2 years' experience in working with people who experience mental health problems or with people from other vulnerable groups
- Clear understanding of the policies, processes and best practice of engaging and retaining volunteers
- High level of communication skills (written, verbal and interpersonal)
- Experience of working independently and as part of a team
- A friendly, open personality with the ability to communicate with a diverse range of people
- Strong organisational skills with an ability to plan ahead
- Experience of community working in a gardening setting i.e., allotment, project or city farm
- Experience of working in a group setting
- A good knowledge of the organisations and agencies involved in social care.
- An understanding of safeguarding processes when working with vulnerable adults.
- An understanding of the value and practices of therapeutic nature-based activities
- A degree of physical fitness and ability to work outside for the most part of the day
- An understanding and commitment to Equal Opportunities
- Must be legally entitled to work in the UK and will be required to provide an enhanced CRB check

#### Desirable

- A horticultural or animal care qualification