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**Newcastle**  
City Council



North Tyneside  
Council

**Employer: Ouseburn Farm**

**Vacancy: Community Support Assistant**

**Hours: 15 hours per week**

**Salary: £12.21 per hour – Meets Min National Wage**

**Working pattern: Fridays, Saturdays, Sundays**

**Number of vacancies: 1**

### **Job summary**

Ouseburn Farm is seeking a dedicated and versatile Community Support Assistant to join our team. This role is essential to the smooth running of the farm's various activities and events. The successful candidate will support workshops, events, and the daily operations of the farm, ensuring a welcoming and safe environment for all visitors and participants, including individuals with learning disabilities.

### **Role description:**

The Community Support Assistant will:

1. Support a wide range of functions at Ouseburn Farm, from setting up and assisting in workshops to managing office tasks and ensuring the safeguarding of vulnerable individuals. This role requires flexibility, a positive attitude, and the ability to work well with diverse groups of people.
2. To work in accordance with the policies, practices and procedures as laid down by the Board of Ouseburn Farm Charity Limited and its parent organisation, Tyne Housing.

### **Key responsibilities:**

- Assist in setting up workshops, ensuring all necessary materials and ingredients are sourced and prepared.
- Support facilitators during workshops, especially those involving individuals with learning disabilities.
- Help clean up and organise workshop spaces post session.
- Help arrange and set up and close down events.
- Answer phones, take messages, and handle inquiries from visitors and stakeholders.
- Provide general administrative support as needed.
- Greet and assist visitors, providing information and ensuring a positive experience.
- Maintain the cleanliness and tidiness of the farm and office areas.
- Adhere to all health and safety guidelines to ensure a safe environment for staff, volunteers, and visitors.
- Ensure the safeguarding of individuals at risk by adhering to farm policies and procedures.

**Essential skills, experience and qualifications**

**Essential**

- Strong interpersonal and communication skills.
- Ability to work with individuals with learning disabilities.
- Flexible and adaptable approach to work.
- Excellent organisational skills and attention to detail.
- Ability to work both independently and as part of a team.
- Commitment to safeguarding and promoting the welfare of vulnerable individuals.
- Basic IT skills, including proficiency in Microsoft Office.

**Desirable**

- Experience in a similar role or environment.
- Knowledge of farming or interest in community-based agriculture.
- First Aid certification.
- Experience in event planning or coordination.

Ouseburn Farm is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.