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Council

Employer: Ouseburn Farm

Vacancy: Engagement Assistant

Hours: 15 hours per week

Salary: £12.21 per hour – Meets Min National Wage

Working pattern: Tuesdays, Wednesdays, and Fridays

Reports to: Farm Manager

Number of vacancies: 1

Job summary

Ouseburn Farm is seeking a dedicated and enthusiastic Engagement Assistant to join our vibrant team. This role will support the day to day care of our animals and gardens, as well as providing a warm and educational experience for our visitors. The successful candidate will ensure the highest standards of animal welfare, garden maintenance, and visitor engagement, while supporting a safe and inclusive environment for all.

Role description:

The engagement assistant will:

1. Be responsible for assisting with the care and feeding of our animals, the upkeep of our gardens, and the engagement and education of our visitors. This role requires a passion for animal care, horticulture, and community interaction, as well as a commitment to safeguarding and inclusivity.
2. 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 with the feeding and care for all farm animals, ensuring their health and welfare.
- Clean and maintain animal enclosures and living areas.
- Water plants and help to ensure the gardens are well maintained and visually appealing.
- Answer visitor questions and provide a welcoming and informative experience.
- Assist with maintaining the cleanliness and tidiness of the farm and garden areas.
- Help to ensure that all public areas are safe and accessible for visitors.
- Assist with general maintenance tasks as needed.
- Help set up events, including arranging furniture and preparing event spaces.
- Adhere to all health and safety guidelines to ensure a safe environment for staff, volunteers, and visitors.
- Assist in ensuring the safeguarding of all farm users by adhering to farm policies and procedures.
- Report any concerns regarding the safety or wellbeing of volunteers to the appropriate supervisor.

<p>Essential skills, experience and qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Passion for animal care and horticulture. • Strong interpersonal and communication skills. • Flexible and adaptable approach to work. • Excellent organisational skills and attention to detail. • Commitment to safeguarding and promoting the welfare of vulnerable individuals. • Ability to work both independently and as part of a team. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in animal care, gardening, or a similar role. • Experience working with volunteers. • Knowledge of farm operations or community based agriculture. • First Aid certification. • Experience in event planning or coordination. <p>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.</p>
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