

## **JOB DESCRIPTION**

<b>Position:</b>	Farm to Fork Education Coordinator
<b>Reports to:</b>	Farming and Rural Skills Education Manager
<b>Salary:</b>	£28,500 - £30,500
<b>Hours:</b>	Full Time (37.5 hours)
<b>Location:</b>	Dumfries House, East Ayrshire, KA18 2NJ

### **The King's Foundation**

The King's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The King's Foundation is inspired by our Founder and President, His Majesty The King, and his philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work.

We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **The Role:**

The post holder will have day-to-day responsibility for co-ordinating the King's Foundation's Primary School education initiatives, within the farming and rural skills curriculum area, ensuring they link directly to the overarching strategic plan led by the Farming and Rural Skills Education Manager. Specifically, the post holder will lead, where necessary, and assist on the development, implementation and delivery of school workshops, short courses, teacher training programmes and public events related to farming and rural skills.

Drawing on the experience and knowledge of the King's Foundation and Harmony approach in delivering education, the post holder will be responsible for assisting the FRS Education Manager in the development of a network of educational institutions, industry partners, placement providers and supporters and ensuring the delivery of high quality education courses to students.

Due to the holistic nature of our education strategy, the post holder will have the opportunity to work with colleagues, on interdisciplinary programmes, from the wider education team including STEM, Food and Horticulture, Activity and Adventure, Hospitality, Textiles and Building Crafts.

## **Key Tasks**

### **Ensuring the smooth delivery of the King's Foundation's education strategy and core FRS programmes by:**

- Delivering farming and rural skills workshops and activities to a variety of age groups and abilities.
- Designing and evaluating workshops and activities that are in line with the aims and vision of the curriculum area and wider foundation including Learning for Sustainability and the Principles of Harmony.
- Supporting the FRS Education Manager on development of new short and long term courses in an organised and creative manner.
- Keeping up to date with current practices and policies in FRS education and industry, through networking, CPD and personal development.
- Overseeing and maintaining effective administrative systems, policies and procedures to provide an organised and efficient structure for the delivery of programmes and communication within the FRS curriculum area including coordinating timetabling of delivery and utilising existing booking systems and attendance records.
- Assisting the FRS Education Manager in working to an agreed budget plan annually.

### **Supporting the FRS Education Manager to build and maintain relationships with funders and partners by:**

- Assisting the FRS Education Manager with compiling evidence for annual reports and newsletters for directors, funders and partners.
- Communicating regularly with stakeholders.
- Liaising with external partners and consultants utilised in the delivery of education programmes.

### **Supporting the FRS Education Manager to maintain the FRS education facilities, staff and equipment by:**

- Preparing, and maintaining equipment and facilities to a high standard prior to and following education activity, monitoring and requesting stock as appropriate.
- Supporting the FRS Education Manager to ensure the maintenance of the FRS building is completed, informing relevant King's Foundation staff when maintenance is required.
- Carrying out, and reviewing risk assessments for education activities, following procedures for first aid and incident reporting.

### **Contributing to the overall education aims of The King's Foundation by:**

- Furthering the wider education work of The King's Foundation through contribution to team meetings, joint education activity and events and cross curricular CPD sessions.
- Overseeing quality control of programmes within an assigned remit.
- Maintaining familiarity with The King's Foundation handbook and relevant HR procedures.

It is in the nature of the work of the King's Foundation that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their Job Description must be undertaken.

## **Person Specification**

### **Essential Experience and knowledge:**

- Relevant degree level qualification or education degree with strong industry experience.
- Animal handling experience.

### **Essential Qualities:**

- Able to represent the King's Foundation professionally at all times.
- Strong interpersonal, communication and organisational skills.
- Ability to work proactively and flexibly to achieve set objectives with minimal supervision.
- The ability to work well within a team, maintaining positive relationships with the wider education staff.
- Ability to create high quality presentations/visual aids. Working knowledge of Microsoft Office software (e.g. PowerPoint, Excel and Word), Windows, Adobe).

### **Desirable experience, knowledge and qualities are:**

- Knowledge of the future UK wide FRS skills shortage, growth industries and how this impacts employers and future employees.
- Knowledge of the education and training environment in relationship to schools and further education as well as alternative routes into farming and rural skills careers.
- Good understanding of regenerative and sustainable farming approaches.
- Awareness of the United Nations Sustainable Development Goals, and how these relate to industry and education.
- Experience working with young people in education related activity with a track record for innovation and enthusiasm.

### **Other:**

- The post will be based at Dumfries House, Cumnock Ayrshire. Some travel within the UK and occasionally overseas may be necessary.
- This post is based on a full time 37.5 hour week linked to the target audience needs.
- Willingness to work occasional weekends or evenings as required for education or wider estate events, with a TOIL system in place.
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure and Barring Service or PVG.

**Applications:** Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson:

[hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org)

**Closing Date for Applications:** Monday 15<sup>th</sup> January 2024