

Job Description



Job Title: Dairy Volunteer
Reports to: Director
Based at: Horham Dairy and Care Farm CIC
Hours: Full-Day or Half-Day Session(s)

About Horham Dairy and Care Farm

We are a not-for-profit Community Interest Company run by a dedicated Committee and volunteers from the local community. The farm provides day care for people suffering with anxiety, stress and depression as well as children and young adults living with learning disabilities. The farm helps people improve their physical and mental wellbeing by offering activities helping with the animals on the farm, working in the herb plant nursery and the dairy.

Our farm volunteers help to supervise activities for our customers and/or will take the lead on some activities either on a 1-2-1 basis or in small groups. We offer a friendly and supportive place to work, and will provide training to help you get up to speed in the role. Please note, because we work with vulnerable people on the Farm, all volunteers have a DBS check.

Role Purpose

We have a small herd of goats and currently produce goat's milk soap and cheese for retail sale from our dairy. We are looking for a Dairy volunteer:-

- To help make goat's milk cheese.
- To help ensure that stock is maintained
- To help deal with queries and selling to the general public including taking cash payments, writing receipts and keeping a record of stock sold
- To work in a team and communicate with all team members.

Key Tasks

1. To establish, maintain and develop relationships with our customers, other volunteers and staff working on the Farm.
2. To help the staff as required throughout the day.
3. To assist customers with activities and ensuring a safe environment to work in.
4. To adhere to the policies and practices of Horham Dairy and Care Farm CIC, in particular, those relating to health and safety, equality and diversity and safeguarding.

Time commitment

Ideally a minimum of 1 day a week 9.30am – 4pm (full day or half day sessions)

Who we are looking for

You will have

- Knowledge of food handling/safety and personal hygiene
- Good communication skills
- Good team-working skills
- Willingness to work alongside other volunteers and vulnerable people

If you have had a long gap away from work, you are very welcome to apply. If you are currently unemployed, the Returnships East project by myworkhive can provide help with setting career goals, CVs and interview preparation while you are volunteering.

How to apply

Click the Application Form button on the webpage to open the application form.

Please send your completed application form to Alison Hunt, Director, Horham Dairy and Care Farm, Stradbroke Road, Horham, Eye, Suffolk IP21 5EA. Or email: info@horhamdairyandcarefarm.org

Interviews will be arranged either in person, Skype or telephone call. If you require any further information or an informal chat about the role then please ring Alison on 07752 168156.

Selection Criteria A = Application form I = Interview T = Test D = Desktop or other practical exercises	Essential or Desirable (E, D)	Assessment Method (A, I, T, D)
Experience: 1. Food Safety & Hygiene certificate 2. Experience of working with children and young people	 D D	 A, I A, I
Qualifications: This role does not require a formal qualification but applicants should have experience of working within a food preparation environment.	 D	 A
Skills:		

1. Empathy with people.	E	I
2. Conscientiousness, care and compassion.	E	I
3. Good communication skills.	E	A, I
4. Reliability and trustworthiness.	E	I
5. An interest in developing nature based activities.	E	A, I
6. A willingness and ability to participate in mandatory training sessions as and when required.	E	I
7. A willingness and ability to work as part of a team.	E	I
8. A reasonable level of fitness.	D	A, I

Horham Dairy and Care Farm volunteers work with children and young people and therefore will be subject to an enhanced check from the Disclosure & Barring Service under the Protection of Vulnerable Adults policy.