



Lawrence Weston Community Farm

Saltmarsh Drive Lawrence Weston Bristol BS11 0NJ

0117 938 1128

www.lwfarm.org.uk

JOB VACANCY – Administrator

We are seeking to recruit an Administrator (21 hrs a week preferably worked on Tuesday, Wednesday & Thursday although there can be some flexibility about which days.)

£12,600 per annum (£21,000 full-time equivalent)

This is an exciting opportunity to join our staff team, providing administrative support to all aspects of the farm's work.

We are looking for an enthusiastic administrator, preferably with experience of working within the voluntary and community sector. You will have experience of providing a broad range of administrative tasks within a busy setting. You will support the Farm Manager and Trustees to facilitate the smooth and efficient running of the Farm's administrative, publicity and personnel procedures. You will also support the Farm Manager and Trustees in the development of new initiatives and projects.

About Lawrence Weston Community Farm:

Lawrence Weston Community Farm is a community managed project that delivers a range of services designed to help meet the needs of local people.

We do this by working with members of the local community and other groups to provide exciting and inclusive activities, as well as a safe, free, green community space. The farm wants to provide a supportive environment in which people can flourish and contribute positively to their community

As well as providing opportunities to experience the daily delights of community farming and gardening, the farm also:

Brings people and communities together - make new friends, volunteering and placement opportunities, activities for children and young people, a safe and secure public green space . . .



Promotes health and wellbeing – improved mental health, reduced isolation, access to nature, increased confidence and self esteem, happier and more fulfilled . . .

Delivers education and skill development - hands on enjoyable learning opportunities, short courses, accredited training, school groups . . .

Promotes environmental awareness - recycling, composting, wildlife, gardens, ponds, woodland . . .

Encourages healthy eating and exercise - wholesome food, exercise through gardening and practical work, cooking events . . .

Produces fresh, affordable local food - vegetables, meat, eggs . .

Please check you have the following items from our website and read them carefully before completing your application:

- Job Description
- Person Specification
- Application Guidelines
- Application Form
- Monitoring Form

Please complete and return the Application Form and Monitoring Form by email paul@lwfarm.org.uk or post by: **5pm on Tuesday 4th April 2023**

We will notify you if you have been selected for interview.

Interviews will be held on Thursday 13th April 2023

For any questions regarding the post please contact Paul Jayson, Farm Manager: paul@lwfarm.org.uk

