



## Kentish Town City Farm

### Farmyard Coordinator – Recruitment Pack

---

#### ABOUT US

Kentish Town City Farm is a unique community resource – being the first UK City Farm, and founder of Social Farms and Gardens, the umbrella organisation which currently has 2,000 urban farms and community gardens. The Farm continues to be led by local trustees and staffed and used by local residents and volunteers.

Set in four and a half acres of land in the London Borough of Camden, with a range of animals and flora and fauna, we deliver our mission through a range of educational, horticultural and recreational workshops, volunteering, guided tours, riding lessons and visitor experiences of an urban farm. The Farm is a wonderful community resource providing opportunities for city dwellers to experience a taste of rural life close to home.

Kentish Town City Farm currently has 14 members of staff to support our Farmyard, Gardens, Administration and Educational activities.

We are at a pivotal point in our development with opportunities to grow our work, develop our partnerships, and continue to improve our site. This is an exciting time to join the Farm Team.

#### OUR VISION

To exemplify the power of City Farms to improve the lives of urban people by supporting people to care for the land, animals and each other.

#### MISSION

Bringing people together to care for, relax in and learn about the natural world has been the Farm's **mission** for 50 years.

#### OUR VALUES

- We are **inclusive** – welcoming all and being accessible, treating others with respect, operating with integrity and providing a caring, nurturing environment
- We are **passionate** – dedicated to our cause, ambitious for our Farm and determined to make a difference
- We are **inspiring** -transforming people's lives through our programmes and improving people's wellbeing

#### OUR PRIORITIES

- Connection with natural environment

We will provide a safe, welcoming space for people to connect with the natural world. A key focus will be to expand our volunteering offer. This will both allow a broader range of people to become more deeply engaged with the Farm, and also improve our visitor experience by offering more activities and opportunities.

- Learning

We will provide a range of educational and learning opportunities. Alongside our strong programme for children and young people, we will grow as a community hub where people can learn about sustainability, biodiversity, heritage arts and crafts, gardening, cooking - and of course animal welfare through workshops and training opportunities.

- Health and Wellbeing

We will improve people's health and wellbeing through a range of activities offered both by ourselves and our partners. We will engage with our local community and partners regularly to ensure our offer remains relevant and meets emerging needs.

# Kentish Town City Farm

## Farmyard Coordinator Recruitment

---

<b>JOB TITLE</b>	Farmyard Coordinator
<b>SALARY</b>	£28,210 per annum pro rata (£22,568 for 28 hrs per week)
<b>CONTRACT TYPE</b>	Permanent.
<b>HOURS</b>	28 hours per week, Monday, Thursday, Friday and Sundays, 9.00am-5pm with an hour unpaid lunch break. Occasional evening work may be required.  Overtime hours available to cover for other yard staff during holiday leave.
<b>REPORTING TO</b>	Farmyard Manager
<b>RESPONSIBLE FOR</b>	Yard volunteers and work experience
<b>LOCATION</b>	Kentish Town City Farm, 1 Cressfield Close, London NW5. Onsite working required.

### ROLE OVERVIEW

A wonderful opportunity to be involved in the coordination of our yard activities at London's first City Farm. Working alongside other Farm staff, the Yard Coordinator will support our Yard Manager to deliver all of our animal care and activities, including our new equine programme. You will play a key role in ensuring our equine programme reaches its full potential.

### Purpose

- Support the effective organising and day to day operation of all farmyard activities, including our equine programme
- Support the activities, learning opportunities and overall experience for volunteers, visitors and children / young people.

### Key Responsibilities:

#### ***Farm Support***

- Support the yard team in caring for the animals, including mucking out, feeding, grooming, and moving livestock.
- Support the maintenance of the gardens and wildlife areas, including planting, watering, weeding.
- Ensuring that work areas are kept tidy & safe for volunteers & the general public. Ensuring that all tools when not in use are stored in allocated areas.
- Serve as a Competent Person on the yard - holding safeguarding and health and safety responsibilities

#### ***Equine Programme***

- Support the training of our two new young horses, including riding
- Participate in delivery of our equine programme (RDA, Equine wellbeing, pony club, pony rides)

# **Kentish Town City Farm**

## **Farmyard Coordinator Recruitment**

---

- Coordinate administrative requirements of the equine programme (registration forms, attendance logs, etc.)

### ***Activities and events***

- Support the planning and delivery of programmes and activities for children and young people (e.g. Pet Club, Young Farmers, work experience)
- Support youth involvement in our public events (e.g. May Day, Apple Day, Christmas Fair)
- Adopt a hands-on approach, contributing to and ensuring the ongoing success of existing and new projects and initiatives
- Support our booking, reporting, impact and risk monitoring and evaluation processes

### ***Public Engagement***

- Facilitate animal engagement sessions
- Contribute to tours/workshops for schools

### ***General***

- Comply with all relevant legislation, organisational policies and processes to fulfil our health and safety, safeguarding, Equality and Diversity, and data protection responsibilities.
- Answer enquiries (phone, email or in person as required) in a professional, timely & efficient manner.
- Make sure that every visitor & stakeholder of the farm feels welcome at all times, and is offered help & support as required.
- Work constructively & positively with all partner organisations of the farm.
- Perform any other tasks reasonably requested by the Farm CEO or Farmyard Manager.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Kentish Town City Farm

## Farmyard Coordinator Recruitment

---

### WHAT WERE LOOKING FOR

<b>Essential</b>	<b>Desirable</b>
A Knowledge and understanding of KTCF vision and objectives	Knowledge of horticulture or nature conservation and biodiversity
Qualified to Level 2 NVQ Animal Care (or equivalent)	
Experience of animal care, ideally in a Farm environment	Experience teaching equine lessons
Proven horse riding experience, including ability to ride young horses who need bringing on to further their education	Maintenance skills
Ability and suitability to ride a 14 hand and 15.1 hand cob	
Interest in working with children and young people	
Ability to develop and facilitate activities and programmes	
Strong organisation skills and time management, with ability to multi-task and plan/prioritise a varied workload	
Good communication (verbal and written) and relationship building skills	
Experience of working with challenging and changing environments effectively.	
IT literate and numerate – ability to use software including Word, Excel, Powerpoint, email and database systems	
Understanding of and commitment to diversity and equity	
Can-do, solution-oriented attitude. Able to work under own initiative and take a proactive approach.	
Willingness to muck out, muck in and get hands dirty	

### Benefits

- 25 days annual leave, plus 8 public bank holidays (pro rata)
- 5% of salary towards selected pension Scheme

# Kentish Town City Farm

## Farmyard Coordinator Recruitment

---

### How to apply

To apply for the Farmyard Coordinator position please submit:

- CV 2 pages max
- A covering letter (no more than 2 pages, minimum font size 11) letting us know why you are interested in the role and the skills and experience you will bring that align with the Job Description / Requirements.
- Email CV & cover letter and equalities monitoring form to: [pamela@kcityfarm.org.uk](mailto:pamela@kcityfarm.org.uk) with the subject heading: **Farmyard Coordinator 2026 Vacancy**

**Closing Date: 25 June 2026, midnight**

**Interviews: 6 July 2026, afternoon. A riding assessment will form part of the interview.**

### Employment requirement

The post holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. As the role requires close working with vulnerable people the post holder will be subject to an enhanced Disclosure and Barring Service clearance on appointment. By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with.

### Diversity and Inclusion

Like our Farm, our jobs are open to all. We want to be an inclusive organization with a workforce that reflects the diverse community we service. The range of perspectives and experience diversity brings is an asset to our organization and we want our Farm to be welcoming and inclusive for our visitors and staff and all those who work with us.