



Kentish Town City Farm

Programme Manager – 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.

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JOB TITLE	Programme Manager
SALARY	£31,500 per annum
CONTRACT TYPE	Permanent.
HOURS	35 hours per week, Tuesday-Saturday, 9.00am-5pm with an hour unpaid lunch break. Occasional evening work may be required.
REPORTING TO	CEO
RESPONSIBLE FOR	Garden Educator and Facilitator, Therapeutic Potter, sessional activity workers, volunteers, others tbc
LOCATION	Kentish Town City Farm, 1 Cressfield Close, London NW5. Onsite working required.

ROLE OVERVIEW & PRIORITIES

A wonderful opportunity to be involved in the management of London's first City Farm. Working alongside other Farm staff, the Programme Manager will be responsible for the oversight of our community activities and events and coordinating our volunteering offer. You will be the go-to person for operational matters, ensuring our core activities and functions meet our strategic objectives, match our values, and are delivered to a high standard. You will be a member of our leadership group, and will contribute to day to day running of the Farm.

Managing activities and events

- Develop and manage a diverse programme of activities and workshops, on and off site, which respond to local community need
- Coordinate our seasonal events: May Day, Apple Day, Day of the Dead and the Christmas Fayre
- Support our booking, reporting, impact and risk monitoring and evaluation processes
- Adopt a hands-on approach, contributing to and ensuring the ongoing success of existing and new projects and initiatives
- Liaise with partners running programmes at the Farm
- Work with the Finance Manager to oversee financial management in line with financial policies and procedures, ensuring financial transactions are recorded appropriately and accounts prepared for annual audit
- Ensure that Kentish Town City Farm is compliant with all relevant legislation, organisational policies and processes by working with the staff team to conduct risk assessments, reviewing procedures and fulfilling our data protection and H&S responsibilities.

Volunteer coordination

- With the CEO, developing and delivering a volunteering strategy to provide opportunities for people to engage with the Farm and to enhance our offer to the public
- Working with other staff members, generate appropriate volunteering opportunities and role descriptions based on needs of the organisation
- Recruit and interview a diverse range of volunteers for the Farm, including pre-volunteering references and DBS checks where appropriate
- Induct and support volunteers, including organising rotas
- Deliver training to volunteers to enable them to fulfil their roles.

Organisational Leadership

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- Participate in monthly leadership group meetings
- Serve as a Competent Person on the yard - holding safeguarding and health and safety responsibilities
- Oversee the yard one day per week
- Support infrastructure works around the Farm to improve health and safety or Farm functionality.

People Management

- Line manage and support the small team of professional staff, sessional workers and dedicated volunteers to maximise performance and ensure collaboration across these business and function areas
- Recruitment and development of staff and volunteers within your remit
- Hold one to ones with all line reports, to support and develop performance objectives and personal development goals. Provide coaching and feedback to recognize or improve performance
- Arrange regular meetings of staff/volunteer team for the purposes of training, communication and planning
- Liaise with the CEO to implement employment procedures as appropriate for paid staff and volunteers, where necessary, in line with current policies and procedures.
- Manage recruitment, selection, induction, appraisal and supervision of staff in line with Farm Policies.
- Collaborate with the staff team to assess, recommend and implement actions to meet our immediate and longer-term volunteer and staffing needs.
- Develop wellbeing opportunities and support processes for the staff team. Promote and role-model a culture of respect and inclusivity.

General

- Adhere to procedures that ensure payroll and employment documentation is submitted accurately and punctually.
- Support the maintenance of staff records.
- Comply with all statutory and company health and safety and Equality and Diversity, safeguarding policies and procedures.
- Co-ordinate, attend and lead, as required by the Farm CEO, staff team meetings, supervision and other relevant meetings..
- Deal efficiently with emergency maintenance, break-ins, in accordance with current procedures.
- Perform any other tasks reasonably requested by the Farm CEO.

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.

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WHAT WERE LOOKING FOR

Essential	Desirable
A Knowledge and understanding of KTCF vision and objectives	Experience in horticulture or crafts.
Experience of project management, including understanding of Safeguarding and Health and Safety requirements	Qualified to Level 2 NVQ Animal Care (or equivalent)
Experience of managing a staff team, to include recruitment, training, development, performance management with the ability to build and motivate a team to achieve KTCF objectives	Equine experience
Experience of animal care, ideally in a Farm environment	Maintenance skills
Experience of volunteer management	Drivers licence
An understanding of the needs of volunteers	
Experience of working with challenging and changing environments effectively.	
Financial literacy with experience of budget management	
Excellent organisation skills and strong time management, with ability to multi-task and plan/prioritise a varied workload	
IT literate and numerate – ability to use software including Word, Excel, Powerpoint, email and database systems	
Excellent analytical and problem-solving skills and high attention to detail	
Strong communication (verbal and written) and relationship building skills	
Understanding of and commitment to diversity and equity	
Can-do, solution-oriented attitude with energy to bring new ideas and ways to improve processes and outcomes. Able to work under own initiative and take a proactive approach.	
High levels of integrity and ability to act confidentially	

Benefits

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

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How to apply

To apply for the Programme Manager 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@kctcityfarm.org.uk with the subject heading: **Programme Manager 2026 Vacancy**

Closing Date: 25 June 2026, midnight

Interviews: 6 July 2026, morning

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.