



Children's Allotment

Terms of Reference After School Club - Forest school and Growing Facilitators (Lead and Support)

The Children's Allotment is looking for facilitators to help run its brand new Forest School and Growing after school club!

The club is currently run on Mondays and Tuesdays (term time only) between 3.30pm and 5.30pm.

We offer activities focused on nature connection, forest school, and food growing to children aged 6 and above.

Our beautiful site adjoins East Ward Allotments, and features an apple orchard, a double polytunnel (half of which is managed for food growing in raised beds), a yurt, a fire pit and a flexible outdoor space with a mud kitchen, shed and climbing frames.

As the club develops, we are looking for extra facilitators to help develop and facilitate activities on site, support with school pick up from Larkrise, and liaise with our families. Please read below for more information, and don't hesitate to be in touch if this opportunity is of interest and/or if you have any questions!

Main activities (to be distributed between facilitators)

- Planning and/or co-facilitation of activities - you would be welcome to propose activities on themes of nature connection, forest school, food growing, and related, being responsive to children's interests.
- Coordinate with a team of facilitators and any potential parent volunteer.
- Prepare snacks for each session (there is a budget agreed as expenses for each session).
- Handover with parents at the start and end of each session, including feedback.
- Ongoing communication with parents of enrolled children directly relevant to the running of each session.

Additional services or amendments to the services described above may be agreed upon between the parties.

Qualifications and other requirements for the roles

We are looking for new team members passionate about children and their physical, social and emotional development in connection with and centred in their natural surroundings.

You will be an enthusiastic facilitator for young inquisitive minds, supporting children to pursue their innate curiosity, explore and take risks in a safe environment, learning a range of skills including making fires, building, planting food and tending to plants, harvesting apples and cooking soups, and any other skill you would like to share!

If applying as a Lead facilitator, you should hold a forest school training Level 3 and have completed your portfolio. You would be welcome to apply as a trainee in working towards your forest school qualifications.

Any applicant should be Enhanced DBS checked (we can support obtaining this should that be required, although this would delay the potential start date).

Experience and enthusiasm working with primary school age children and outdoors are a must.

Start date

We are looking for new team members to support our existing team from at least Monday October 30th.

If you are interested in starting earlier, there is some flexibility.

Hours of work

3 hours of work each day a session is offered: the facilitator will have to be onsite 30 minutes before the start of the session (for site prep, school pick up if needed, reception of children, etc.) and stay 30 minutes after the end of the session (for site tidy, children handover and feedback).

There is some additional administrative tasks to complete every week, estimated at between 1 and 3 extra hours a week. The responsibility for these is to be agreed between facilitators.

The Children's Allotment will be responsible for the management of advertising, enrollment before the start of the programme, as well as payments.

Compensation and payment plan

The rate per hour will be dependent on your qualifications, and will be at the minimum just above the new Oxford Living Wage (£12/hour) and up to £20 per hour for a fully trained (Level 3) Forest school leader.

Expenses for snacks and materials should not exceed £10 per session, evidenced by receipt.

Further materials (e.g. forest school equipment) can be purchased by the Children's Allotment at the beginning of the programme upon agreement between parties.

The payment plan is flexible and to be agreed between parties, with part of the compensation payable upfront.

Relationship

The Facilitators will provide the services to the Children's Allotment as independent contractors (not as employees).

Accordingly:

- The Facilitators will be responsible for all income tax liabilities and National Insurance or similar contributions
- The Children's Allotment is not in a position to provide employee benefits
- The Facilitators are free to provide services to other clients, so long as such other clients are not in competition with the Children's Allotment and so long as there is no interference with their contractual obligations to the Children's Allotment.
- The Contractor has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the Co-operative.