

Would you like to join the team at

St Werburghs City Farm

as one of our

Propagation Place Project Assistants?

Who we are

St Werburghs City Farm connects people through land, nature and food. Each year, we connect with over 60,000 people through green spaces and community services that build resilience, reduce isolation and develop skills and confidence. Our activities include accredited gardening placements for adults with learning disabilities, animal husbandry courses for inner-city children, woodland mindfulness for adults experiencing poor mental health and conservation courses for people looking to develop new skills and connections. We pride ourselves on supporting people, from all walks of life, to learn, grow and thrive. We are a community-focused employer that values all forms of diversity.

What you will love about working here

- ✓ Working in a supportive environment which values your diversity and talent
- ✓ Access to training opportunities and reflective practice
- ✓ Being part of a team that strives for greater inclusion and equity
- ✓ Flexibility for those with families and other commitments
- ✓ Generous annual leave entitlement – 25 days and bank holiday pro rata
- ✓ Participation in the NEST pension scheme
- ✓ Access to the cycle-to-work scheme

About the role

We're looking for people who want to be part of our Propagation Place team, the Farm's community ecommerce business, which supports local volunteers and trainees to grow and sell vegetable plug plants. Each year we send out over 2000 orders of vegetable plug plants to people all over the UK. We are looking for 2 people to join our small team for the 2025 growing season (6 months) to be responsible for picking and packing and dispatch of

vegetable plug plants in collaboration with our nursery staff and other seasonal workers.

Visit our website on www.propagationplace.co.uk

Key responsibilities

Picking and packing of vegetable plug plants for online orders

Communication with sales team regarding customer orders

Communication with nursery team regarding plants

Communication with delivery services, parcel registration

Act as a source of information and sales representative to members of the public

Ensure the safety of yourself, and others in accordance with the Farm's risk assessments and health and safety policies

Assist with stock management of packing materials

Participate in achieving order delivery targets

Your skill set

- ✓ Experience of picking and packing orders for dispatch or warehouse experience
- ✓ Either existing knowledge or keen interest in horticulture
- ✓ Good communicator and organiser
- ✓ Ability to work in a busy team
- ✓ Commitment to learning new skills
- ✓ Ability to work efficiently when unsupervised and prioritise tasks
- ✓ Keen eye for detail

Your approach

- ✓ Friendly and approachable
- ✓ Clear communication style
- ✓ Ability to problem solve creatively
- ✓ Reflective of your work and a willingness to learn and adapt
- ✓ Able to work efficiently and prioritise tasks
- ✓ Commitment to inclusion, equality and accessibility
- ✓ Passion for food growing, community enterprise, and caring for nature

Additional responsibilities

Promote the aims and objectives of the Farm and present a positive image of the Farm through good public relations, communication with visitors, service users and the local community

Read, understand, and comply with the Farm's policies and procedures

Promote diversity and inclusion

Attend team and other staff meetings as required

Undertake an enhanced DBS check

Benefits

- ✓ Certificated training (subject to availability)
- ✓ Personal career mentoring and advice
- ✓ 25 days annual leave plus statutory holidays pro rata
- ✓ CV development (as needed)
- ✓ On the job practical learning with professional horticulturalists
- ✓ Work in a warm, inclusive and supportive team who have tons of experience in: Conservation and Landscaping, Sustainable Agriculture, Volunteer coordination, Business management, Marketing and Communication
- ✓ Be part of a well-respected charity with 40 years' experience of working in the Bristol community

Propagation Place is focused on providing accessible career pathways into the field of horticulture, and mentoring, networking and CV development is built into the role as needed.

Therefore, we particularly welcome applicants between the ages of 18-24, who may be claiming Universal Credit, or who have faced barriers to employment in land-based industries.

Contract details:

Job title:	2 x Propagation Place Project Assistant
Responsible to:	Propagation Place Manager
Contract type:	Fixed term from 17th March – 29 September 2025
Salary:	£24,702 pro rata (equates to £13.57 per hour)
Hours of work:	20 hours per week (09:30 – 15:00 Monday – Thursday)
Place of work:	St Werburghs City Farm
Annual leave:	25 days plus bank holidays pro rata
Probationary period:	2 weeks

Recruitment information

Application deadline	31 January
Interviews	19 February
Start date	17 March

Applications in by 31st January 2025. Personal statements can be in video or written format but essential information must be provided in writing.

We are interested to hear about why you would like to join the team, and it will be useful to know about your prior experience. This is not a qualifications-based role and enthusiasm and willingness will play a big part in this, as will demonstrating good teamwork, interest in the project and ability to follow instructions. We will also be interested to hear how you will approach the role, what you hope to get out of it, and anything else that we may need to know about you.

Applications to be sent to office@swcityfarm.co.uk

Please contact grow@swcityfarm.co.uk or call 0117 9428241 for more information.

**St Werburghs City Farm is a Registered Charity (No. 297091) and Limited Company
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