



## Farm Interns and Farm Volunteers

Join the team and developing new skills down on the farm

We always welcome committed and enthusiastic new volunteers to help out with the operation and upkeep of the farm; but it's important to recognise what is likely to be involved in a typical day's work. You're likely to find yourself sharing the chores and delights of a working farm, from mucking-out pens to sweeping paths, from fixing fences to picking up dung from the field. But this active and often dirty work has many rewards as you tend to livestock, interact with our visitors, enjoy good company, and learn new skills.

Farms however can be a dangerous place for the untrained and unwary. Tending to large animals and using farm machinery bring special risks and require substantial training. All of those working on the farm must fully understand and recognise the risks associated with animal borne disease and must maintain the highest standards of hygiene.

We receive many applications from potential farm volunteers each year, but have only capacity to accept a handful onto our volunteer programme. We normally conduct a number of rounds of interview each year. Successful applicants are usually those who are able to commit to a regular pattern of work and capable of undertaking a full range of farm duties.

As a new volunteer you will receive induction training, ongoing support, and supervision in the same way as any member of paid staff. You will agree to a volunteer agreement describing the scope of your role at Almond Valley and work a probationary period of three months.

We accept adult volunteers either as Farm Interns or Farm Volunteers

Farm Intern positions are designed for those seeking practical experience to advance their course of study. Typically these are filled by those part-way through a course of veterinary, animal care, or similar studies and will already have substantial knowledge of animal care and farm operation. Interns are typically intensive short term (6-8 week) assignments. Interns are generally aged 18 or over, although in exceptional circumstances those aged 16 or 17 might be considered.

Farm Volunteer positions are available to those seeking regular involvement over a longer period and are available to those aged 18 years or over

# Volunteer Job Description

Role Title:	Farm Volunteer or Farm Intern
Responsible to:	Farm Officer (or a nominated deputy)
Where:	Livingston Mill Farm, Almond Valley Heritage Centre
Time:	Regular hours as agreed (normally at least 4 hours per week)
Role:	To be a valued part of the team responsible for maintaining and developing farm related features and attractions at Almond Valley. To attend to the needs of our animals and of our visitors, and ensuring the cleanliness, hygiene and good order of all farm facilities and equipment.
Main Tasks	<p>To contribute to the routine operation of the farm, including feeding, mucking out and other tasks related to the care of livestock.</p> <p>To contribute to the maintenance and housekeeping of pasture, enclosures and public spaces of the farm.</p> <p>To attend to the storage and handling of materials associated with farm operation, using equipment as directed</p> <p>To respond appropriately to visitor enquiries and contribute to the delivery of visitor services, such as presentations, demonstrations and handling sessions as directed.</p> <p>To attend at all times to your safety and the safety of others; work with consideration to our visitors and to your colleagues.</p>
Required Qualities	<p>Interest, knowledge and experience of animal husbandry and other farm activities</p> <p>Capability and willingness to tackle all roles in the farm, including those that involve lifting and moving heavy materials, mucky jobs, and working with hay and straw.</p> <p>Full alertness to; and recognition of; the potential hazards of a farm environment.</p> <p>A happiness to take direction and get on well with colleagues</p> <p>A good manner with our visitors and cheery disposition</p>
Desirable Qualities	<p>Any relevant specialist skills, interest and knowledge</p> <p>Good presentation and customer care skills</p> <p>A quick learner, happy to work with minimal supervision</p>
Support provided	<p>A warm welcome and induction training</p> <p>Support in extending skills and experiences</p> <p>Record of achievement or other testimonial as required</p>
Commitment sought:	<p>Adherence to an agreed regular timetable of volunteering (usually a minimum of four hours per week) - and prior notification of any absence</p> <p>Compliance with the Trust's policies and regulations detailed in our employment manual and Health &amp; Safety statements</p>

# Volunteer Application Form

## Farm Interns and Volunteers

Please study the associated Volunteer job description and only complete this form if you are confident that you meet the required qualities and can agree to the commitments sought for this role.

first name	surname
address	
postcode	
phone	e-mail

I'm interested in:  Farm Intern (a short period of intensive volunteering)  Farm Volunteer (regular volunteering over a longer period)

My age is:  18 years or over  16 or 17 years (farm interns only - and under exceptional circumstances)

How many hours per month might you be able to contribute as a volunteer?

please outline any qualifications, skills, or work experience relevant to this volunteer post

what do you hope to achieve through volunteering at Almond Valley?

Applications for volunteer positions will be considered at intervals throughout the year. If selected, you will be invited for interview at Almond Valley. If offered a role, you will be asked to sign a volunteer agreement. Following a three month probationary period, and subject to satisfactory performance and conduct, you will be welcomed to the team as a Farm Volunteer

Please provide details of two people we may contact for reference, if possible one person should be someone who knows you in a formal role e.g. a current or previous employer, or someone from another group that you have volunteered for.

### Reference One

first name	surname
phone	e-mail
in what capacity do you know this person?	

### Reference Two

first name	surname
phone	e-mail
in what capacity do you know this person?	

Almond Valley Heritage Trust will only use the information provided by you to assess your suitability to volunteer with us. We reserve the right to gather information from other sources too, for example, by using your references. We will not contact other parties without asking you first.

I certify that I have never been disqualified from working with children, and am happy to undergo the CRB Disclosure check, if required to do so

Signed

Date