



JOB DESCRIPTION

Job Title	Growing Officer
Department	Estate
Term	Permanent, full-time
Salary range	£28,000 to £30,000

About the Food Museum

The Food Museum connects people with where food comes from and the impact of our food choices: past, present and future. We use our collections, buildings, landscape and programmes to explore our main themes: Grow, Make, Eat.

We work with a wide range of partners to produce inclusive and diverse programming which speaks to 21st-century audiences. We want everyone to see themselves reflected in the work we do. We aim to be relevant, challenging and sustainable.

We care for 17 historic buildings set in 84 acres of countryside, in the heart of Stowmarket, Suffolk. The museum is a charity supporting the community and we undertake a wide range of social projects and programmes. We seek to maintain high professional standards in the presentation and protection of our collection, buildings and site and continually improve our practice.

Purpose of the Job

The post-holder will have shared responsibility for looking after and developing the museum's estate, including land, water and building conservation, growing food, looking after animals, basic maintenance, delivery of public-facing activities (such as talks), and engaging volunteers with the museum's work. They will support the day-to-day activities of the museum, such as events.

Who are we looking for?

The post-holder needs to be happy working in an outdoor setting in all seasons. You should enjoy collaborating with others and sharing your knowledge with the public. We are looking for a practical, hands-on person who is sufficiently confident to be able to make their own decisions about the work that needs to be done, but who also can make good judgments about what needs to be referred to the team. We are looking for someone with practical skills and experience in at least one of the following: horticulture, maintenance (carpentry, plumbing, electrical skills), woodland management (chainsaw, brushcutting, etc.), animal care, agriculture.

What will the job involve?

1. List of specific duties:

- a) Work with volunteers and estate team members to grow and maintain crops and animals on the museum’s land using regenerative principles and approaches. Ensure that animals are cared for according to best-practice and legal standards. Keep accurate and timely records.
 - b) Help maintain the museum on a daily basis – checks, basic repairs, equipment maintenance and waste management.
 - c) Work with colleagues to design and deliver community growing, green therapy and social enterprise programmes and projects. Help secure funding to deliver programmes.
 - d) Design and deliver activities for visitors of all ages to engage people with growing food. Deliver regular public talks.
 - e) Work with the Suffolk Punch horses to demonstrate historic farming practices.
 - f) Take responsibility for staying up-to-date with conservation best practice and legislation.
 - g) Work with the Catering Manager and Shop Supervisor to provide supplies from the estate to the café and shop and seek opportunities for income generation.
 - h) Recruit, manage and retain volunteers, working creatively to provide opportunities to engage people with the work of the museum. Supervise volunteers working on the estate.
 - i) Support with museum events.
 - j) Build partnerships outside the museum, closely liaising with colleagues as necessary, to help the museum to be a more open and welcoming place. Be an ambassador for the museum’s work.
 - k) Respond responsibly in the event of an emergency or incident, taking charge as the most senior member of staff where appropriate.
2. Key relationships will include the Estate Manager, Learning Team and Catering Manager.
 3. This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.
 4. The post-holder must be aware of and abide by the museum's policies and procedures. All staff must work in such a manner as to ensure their own safety and the safety of others – including members of the public – and report to their manager any hazards, dangerous occurrences or dangerous equipment they see, and any accident they are involved in or that they witness.
 5. The post holder will be expected to drive vehicles around the museum, including historic vehicles (training will be given where necessary). A driving licence is essential.
 6. The post holder will be working with animals, including our horses, and must have an up-to-date tetanus vaccination.

Skills and Experience – what we require

If you are unsure about any of this or would like to talk to someone about whether your experience is applicable, please get in touch.

Essential criteria – you need to have these	How this will be assessed
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1.	Good general education including literacy and numeracy; energy, interest and a commitment to your own learning are more important to us than qualifications	Application form and interview
2.	Practical experience in at least one of the following areas: food-growing, gardening/horticulture, woodland management, outdoor conservation, animal care, teaching or delivering workshops (in a formal context such as a school or informal context such as a museum).	Application form and interview
3.	Outgoing and friendly; confident to speak to visitors and volunteers about the museum and our mission including delivering talks; the ability to teach and direct others clearly and to support them to develop	Application form and interview
4.	Interest and knowledge of/a willingness to learn about current and best practice in regenerative agriculture and food production, conservation and food production history; to stay up to date on current debates, issues and best practice	Application form and interview
5.	Computer skills – able to use Outlook, Word, Excel and Powerpoint as a minimum; confident using the internet	Application form and interview
6.	Physically capable of doing the job – this is an outdoor and hands-on role and a good level of physical fitness is needed.	Application form and interview
7.	Driving licence – you will need to be able to drive the estate vehicles	Application form
Desirable criteria – it would be a bonus to have these		
8.	Experience of working with or managing volunteers	Application form and interview
9.	Chainsaw license	Application form
10.	Good project management skills, including the ability to manage simple budgets, write briefs and project plans, and monitor progress, and to seek and find help when you need it	Application form and interview
11.	Experience of working in a museum or visitor attraction in a visitor-facing role	Application form and interview
12.	Awareness of safeguarding in a museum context	Application form and interview
13.	Experience working with animals and of the legal and health and safety obligations	Application form and interview
Behaviours – how we expect you to act		
14.	Be creative and imaginative: identify opportunities to deliver added value, be inquisitive and thoughtful; be able to solve problems and think for yourself	Interview
15.	Be effective and efficient: take responsibility for managing own work; stay focused on getting the job done; have a can-do approach; plan and think ahead and make decisions mindful of their cost.	Interview
16.	Be tactful and collaborative: work well and supportively with other staff, volunteers and external people	Interview

17.	Communicate clearly: be precise, fair and unemotional – especially when dealing with difficult issues. Think about how to talk to people to get the best out of them. Listens to and respects diverse voices.	Interview
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Additional Information

Terms and Conditions

- Your normal hours of work will be 37.5 per week, excluding breaks of an hour. This varies seasonally according to the light, but is normally be 8:30–17:00 in summer and 8:00-16:30 in winter, unless otherwise agreed with your line manager.
- The post-holder will need to work one weekend in four on a shift pattern and needs to have flexibility over events.
- You will need to cover animal-feeding one Christmas in three.
- Occasional evening work will be necessary in order to meet the needs of audiences. This is a visitor and volunteer-focused role.
- There is a requirement on occasions to work unsocial hours for which leave in lieu will be granted.
- The successful candidate will be on probation for 6 months.
- The annual paid leave allowance is 30 days per annum including 8 days in lieu of public holidays.
- The museum has a pension plan to which the successful candidate will be signed up if eligible.

Application process

To apply, please complete an application form and a recruitment monitoring form (download these from our website) and return them to jobs@foodmuseum.org.uk

We will score candidates against the criteria listed above under ‘Skills and Experience’. The top-scoring candidates will be invited to interview. It is essential that your application form addresses the criteria fully. We suggest listing them on your application form and set out your experience under each one.

The closing date for receipt of applications is 20 March 2025 at midnight.

Interviews will take place on 26 March.

We will acknowledge receipt of your application and provide feedback if you would like it.

The Museum is committed to equal opportunities and welcomes applications from candidates of any and all backgrounds. As part of our commitment to diversifying the workforce, we offer guaranteed interviews to people from diverse cultural backgrounds and candidates who have hidden or physical disabilities who meet the essential criteria.