



THE FARMING LIFE CENTRE

SUPPORTING FARMING & RURAL LIFE
IN THE PEAK DISTRICT

The Agricultural Business Centre, Bakewell, Derbyshire, DE45 1AH

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Charity No: 1130259

Company No: 6718297

Rural Community Engagement Coordinator

Job Description

- Job Title:** Rural Community Engagement Coordinator
- Salary:** £27,504 ((full-time equivalent), pro rata for 15 hours per week)
- Hours:** 15 hours per week (to be worked flexibly)
- Location:** Flexible working, including travel around the Peak District
- Responsible to:** The Farming Life Centre Charity Manager

The post is offered as an 8-month fixed-term contract to cover maternity leave. Any extension beyond this period will be subject to the availability of funding.

We are looking to welcome someone to our small and friendly team on a maternity cover basis to continue our work with farming and rural communities and help maintain and develop our current projects. We are a vibrant charity supporting people living and working in the Peak District. Our work focuses primarily on farm business support and promoting positive physical and mental wellbeing. This role would suit an organised and enthusiastic individual who can quickly build relationships, maintain established community engagement activities, and bring fresh ideas and energy to the role.

Working Pattern:

- Primarily home-based/remote working, with attendance at Bakewell Livestock Market on some Mondays.
- Occasional evening work to attend meetings, events, and community activities.
- Regular travel throughout the Peak District to engage with communities, partners, and stakeholders.

Main Duties and Responsibilities:

- Coordinate and support the delivery of Peak Women in Ag, Peak District Men in Farming, and rural social groups.
- Support the delivery and development of The Farm Resilience Programme.
- Build and maintain strong relationships across farming and rural communities, providing outreach, support and signposting to relevant services, information and opportunities.
- Plan, organise, and deliver events, meetings, workshops, and community engagement activities.
- Produce clear, engaging communications and promotional materials to raise awareness of activities and services.
- Coordinate bookings and attendance records, ensuring data is collected, monitored and reported in line with project requirements.
- Engage with partner organisations and attend local events on behalf of The Farming Life Centre to promote services and strengthen community links.

General:

- Act as an ambassador for The Farming Life Centre, promoting its values and services while building positive relationships across farming and rural communities.
- Work collaboratively with colleagues, volunteers, partners, and stakeholders to support the successful delivery of projects and community activities.
- Maintain appropriate records and comply with organisational policies, including data protection, safeguarding, health and safety, and equality and diversity requirements.
- Contribute to a positive, supportive, and inclusive working environment.
- Undertake any other duties reasonably required to support the aims and objectives of The Farming Life Centre.

This job description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.

Person Specification

ESSENTIAL

- Good levels of literacy, numeracy and general education.
- Ability to work effectively as a key member of a small, supportive team.
- Good administrative and organisational skills.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with a wide range of people and organisations.
- Excellent IT skills, including the use of Microsoft Office applications and social media platforms.
- Ability to communicate information effectively through a variety of media and communication channels.

- Ability to work independently, manage competing priorities and solve problems effectively.
- Strong self-motivation, initiative and a positive, can-do attitude.
- Good understanding of rural communities and the issues affecting people who live and work within them.
- Good knowledge of the farming sector and an understanding of the challenges and opportunities facing farmers and agricultural businesses.
- Full driving licence and access to own transport.

DESIRABLE

- Experience of working directly with farmers, agricultural businesses, rural organisations, or land-based industries.
- Knowledge of current agricultural, environmental, or rural policy issues.
- Experience of community engagement, community development, or rural outreach work.
- Experience of creating content for websites, newsletters, and social media.
- Confidence in organising events, workshops, or networking activities.
- Experience of monitoring and reporting project outcomes.

The successful candidate will be an enthusiastic and approachable individual who can build trusted relationships within farming and rural communities and contribute positively to the work of a small, supportive team.