



Farmer Recruitment Pack

July 2020

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1. Background to Millen Farm

Millen Farm is a not for profit organisation located in Samford Valley, within walking distance of Samford Village and 30km North West of the Brisbane CBD.

The physical farm site is approximately 5,000 sq. metres. This land is leased from the Moreton Bay Regional Council.

Our core aim is to:

- Establish a financially and ecologically sustainable urban farming system, which provides fresh naturally grown produce to the local community
- Provide opportunities for hands-on, formal and informal learning in urban farming
- Promote increased use of underutilised private and public land for food growing

At its heart, Millen Farm is a community-owned sustainable enterprise that has been founded, established and managed by the community, for the community.

‘Learn, Grow, Feast’ are the three pillars of our organisation:

1. **Learn:** One objective of the farm is to support education (both formal and informal) by providing guidance to both the beginner and the experienced food producer alike.

An extensive program of courses and workshops is on offer, covering diverse subjects including soil improvement, composting, beekeeping, orchard care, raising chickens and what to do with excess harvest including pickling, preserving and cooking.

We have hosted training schemes in Horticulture, Land Management and Building skills for local long term unemployed participants

Also are we in the early stages of collaboration with the School of Science and Engineering at the University of the Sunshine Coast (Petrie Campus).

2. **Grow:** Although a not-for-profit business, Millen Farm operates as a commercial farm. The local, naturally grown, seasonal Millen Farm produce can be sold at the weekly Farmers’ Market held on site or via a box subscription service managed by one of the other Millen Farm entrepreneurs. The farm also aims to raise awareness of current food production systems, food transportation and nutrition.
3. **Feast:** Millen Farm is named in acknowledgement of the traditional owner communities who gathered here to share food. Our vision is that Samford residents will increase their knowledge of and commitment to healthier eating. We aim to inspire the Samford cafes, restaurants and shops to embrace this tradition by promoting seasonal, locally produced naturally grown food. We welcome and encourage people from all walks of life, within the Valley and further afield, to be part of this exciting community venture.

The Farm has been operational since 2015, and:

- has around 4,000 sqm under vegetable and fruit production, selling to the local community through a weekly market stall, and to local food and retail businesses
- has equipment and tools in place sufficient to enable the farm to operate, including a walk behind tractor with attachments
- is supported by a range of buildings for offices, training workshops, tool and equipment storage, seedling production, cold room storage, a 330,000 litre water tank and irrigation system and produce handling facilities
- runs an extensive program of free and paid for training workshops and seminars
- is supported by a growing number of volunteers with a diverse range of skills
- has Workplace Health and Safety and Working with Children policies in place

2. Our future plan

Following a consultative review, the Board and Operations team of Millen Farm have decided to introduce a revised structure for the operation of the Farm

The rationale for introducing a new model can be summarised as to:

- Improve the quality, quantity and diversity of produce
- Use the plot more effectively, with increased sales and less wastage
- Increase our capacity for training and awareness raising
- Provide more opportunity for experimentation and trialling of new crops and growing methods
- Activate and develop a viable community space

With this in mind, the Farm will operate as multiple distinct but connected entities, managed by entrepreneurs under formal Service agreements/MOU's reporting into the Operations Team and accountable to the Millen Farm Board:

- **Market Garden.** Millen Farm will recruit and contract with a suitably qualified and experienced person as the Farmer to run a Market Garden as a profit-making enterprise, utilising the cultivated land, growing and selling fresh organic produce through a variety of outlets - markets, box subscriptions, farm gates - and directly to local food and retail businesses.

The Farmer will be required to operate on a free-standing basis in terms of income generation for wages and other hired labour but will benefit from the free use of existing farm assets and volunteers.

- **Training, Research and Development Initiative** It is intended that we will appoint and contract a Farmer Educator to manage and develop a plot. This role will incorporate researching new growing techniques, trialling new product lines, organising visitor events and experiences, and hosting training and development projects in conjunction with our university, industry, local government and non-profit partners.

The Farmer Educator will be required to operate on a free-standing basis in terms of income generation for wages and other hired labour but will benefit from the free use of existing farm assets. Applicants for the Farmer position may also apply for the Farmer Educator position.

- **Community Space.** A section of Millen Farm (approximately 900m²) will be allocated for development as a community space pursuing education for children and their teachers along with community outreach projects.
- **Market.** Millen Farm market will be run by the Market Manager. Millen Farm will start the application process for a Market manager which will run parallel to the Market Farmer recruitment process. Currently the markets are held once a week on a Wednesday afternoon, however there are opportunities to start a Saturday market. Temporarily the markets are held at the parking area adjacent to the netball court, but as soon as the construction work have been completed the markets will relocate to the precinct next to Millen Farm.

3. What we're looking for in the Farmer

Making a success of a social venture like this, calls for a range of specific experience and skills. A set of personal attributes which reflect a strong commitment to support the health and wellbeing of families and community is required.

These include:

- Alignment with Millen Farm's ethos and principles
- Commitment to work within our farming ethics and principles
- Farming experience, including soil, water and crop knowledge and management, preferably in a market garden setting
- Experience and knowledge, or capacity to, run a small business, including:
 - understanding of business planning
 - evidence of sound financial management and reporting, including cash flow, pricing, assets management
 - record keeping, documentation and analysis
 - experience in sales and marketing
 - knowledge and/or proficiency in such elements as insurance, health and safety, risk and crisis management
- Interpersonal skills and the ability to work effectively with a range of stakeholders including peers, volunteers and trainees. A commitment to diversity and inclusion and working with a variety of people from different background
- Work ethic: self-directed, reliable and with a passion to achieve
- Empathy and attachment to the broader Samford community

The respective responsibilities of Millen Farm and the Farmer will be discussed and agreed in more detail in the recruitment process. Below is a summary of the main responsibilities of each party

Millen Farm Services:

- Enter into a three-year contract renewable annually on receipt of a satisfactory report on the farmer's performance of the previous year, requirements to be negotiated and agreed
- Allow the unrestricted use of the agreed land area. The minimum net growing area on offer is 2400sqm with a maximum of 3350 sqm. The plot size is to be agreed upon during the recruitment process.
- Land is free of rental and rates payment (as long as the landlord, MBRC, continues to provide the site to the Farm rent-free)
- Provide an operational water system including a water storage tank, underground irrigation network, pumps, fertigation system and submersible pump in a nearby creek. Water can be extracted from the creek provided that it carries sufficient volumes of water
- Allow the free use of existing assets on the register (tools, cold room, equipment, storage and supplies)
- Provide and fund Public Liability Insurance to cover all activities on the Farm relating to access and usage by the public, including registered Millen Farm volunteers
- Access to the Millen Farm Market and Farmers Market Boxes for the sale of produce
- Publicity through the Millen Farm website and trading under the Millen Farm brand
- Potential of volunteer access

The Farmer will:

- Agree performance targets for the operation of the Farm and report on performance at an agreed frequency, and at least annually
- Return an agreed proportion of gross earnings to Millen Farm Ltd based on agreed performance targets.
- Maintain their own personal, public and product liability insurance arrangements consistent with and sufficient for the operation of their enterprise
- Be responsible for all professional fees and licensing arrangements in connection with the running of the enterprise
- Adhere to any regulations or requirements specified by the landlord and public authorities in respect of, for example, waste management, site access, and site maintenance
- Be responsible for their agreed portion of electricity costs to the site (Solar power and storage is installed and currently covers all energy costs)
- Be responsible for water costs should the existing water-collection system be exhausted.
- Be responsible for the payment of all wages and associated costs in connection with the hiring of staff and the deployment of volunteers
- Be responsible at their own cost for the provision of all material and equipment in connection with the day to day running of the Farm, including:

- Safety wear and equipment for employees, volunteers and visitors
- The upkeep and maintenance of tools and equipment, including the water system
- Provision of fuel and sundry items as required
- Any new or replacement tools or equipment that may be needed
- All costs related to sales and marketing, including farmers market costs and fees, travel and transportation

4. How we plan to recruit this position

Contact Kate Nielsen or Martine Nordh

Email recruitment@millenfarm.org

DATES	DESCRIPTION
27 th July – 16 th Aug	Applicant reads through the Millen Farm Recruitment Pack. Applicant emails resume and brief description of themselves, why they would like to be the Millen Farm Farmer and how they meet the requirements to recruitment@millenfarm.org
16 th August	Applications close
17 th Aug - 18 th Aug	Applicant receives email from recruitment@millenfarm.org . In this email we will let you know if we would like to schedule a phone interview.
19 th Aug - 21 st Aug	Phone interview
24 th Aug – 29 th Aug	Round 2 interviews with 2 panel members (location Millen Farm or Zoom)
31 st Aug – 19 th Sep	Successful round 2 applicants farm tour and business planning support with Millen Farm
21 st Sep – 25 th Sep	Final round of interviews with 3 panel members (location Millen Farm)
28 th September	Farmer will be appointed (Start date to be decided)

5. Initial information needed from Applicants

There is no specific application form, but we would like you to provide the following information in your initial submission to recruitment@millenfarm.org:

- Your resume
- A brief description about yourself
- A brief description (no more than A4 page) on why you would like to be the Millen Farm Farmer and about how you meet the Farmer requirements, including:
 - Alignment with Millen Farm's ethos and principles
 - Commitment to work within our farming ethics and principles
 - Farming experience
 - Capacity to run a small business
 - Interpersonal skills and the ability to work effectively with a range of people
 - Work ethic
 - Empathy and attachment to the broader Samford community

6. Interviewing shortlisted candidates

Successful Round 2 applicants will be asked to write a business plan with the support of a Millen Farm business coach which is designed to enable us to talk through and flesh out your thoughts on how you would establish and run a successful market garden enterprise at Millen Farm. A template for this plan can be found on the Millen Farm website millenfarm.org.

