

Millen Farm Education Manager

About Millen Farm

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

Our purpose is to:

- Establish a financially and ecologically sustainable urban farming system, which provides fresh organic 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

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

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 and preserving.

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

Grow: Although it is a not-for-profit business, Millen Farm operates as a commercial farm. The local, organic, seasonal Millen Farm produce is sold to the local community and local food businesses. The farm aims to raise awareness of permaculture principles and sustainable urban farming methods.

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 organic 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,
- is supported by a range of buildings for offices, training workshops, tool and equipment storage, seedling production, cold room storage, a 290,000 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

About the Role

Millen Farm is seeking a self-motivated individual who can create their own Entrepreneurial education business within the operations of Millen Farm. Millen Farm and the Education Entrepreneur will work in synergy to create a productive, sustainable enterprise that fits within the Millen Farm Ethics and Principles.

This is an exciting opportunity to build on the existing education program and expand it to be a leader in urban agriculture and sustainable education. In recent years, Millen Farm has been running primarily weekend workshops covering topics including soil health, seasonal planting guides, orchard care, bee keeping, permaculture, irrigation, worm farming and composting.

There is potential to expand the education program to include, but not limited to:

- More weekend workshops
- School programs (tailored and casual)
- Program for home schoolers
- Certificate training (by an RTO)
- Tours of garden groups, senior groups etc
- Hosting training and development projects in conjunction with our university, industry, local government and non-profit partners

Responsibilities of this role include but are not limited to:

- Develop a program of workshops and activities for the Millen Farm education program which supports Millen Farm's aims and objectives
- Coordinate all aspects of the workshop program implementation including arranging and supporting presenters and volunteers and managing venue arrangements
- Develop workshop/activity outlines for use on website and Eventbrite
- Provide information and materials (eg. photos, description of events) to support promotion of workshops/activities through Millen Farm or other relevant communications
- Promotion of the workshop program
- Manage Eventbrite (or other service) for the booking of workshops etc

- Provide reporting on numbers of workshops and attendees etc to the board quarterly
- Develop health and safety risk assessments for the Millen Farm education space and when conducting workshops on sites other than Millen Farm
- Develop an Education induction and ensure all workshop presenters and/or employees are inducted to the site
- Develop and maintain the education space
- Agree performance targets for the operation of the Education Program with the board and report on performance to the board quarterly
- Return an agreed proportion (nominally 10%) of gross earnings to Millen Farm based on agreed performance targets
- Prepare an “Education Program COVID 19 Guidelines” in line with QLD Government requirements

As an Entrepreneur business you will:

- Maintain your own personal, public and product liability insurance arrangements consistent with and sufficient for the operation of your 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 Millen Farm, Moreton Bay Regional Council and public authorities in respect of, for example, waste management, site access, and site maintenance
- Be responsible for the payment of all wages and associated costs in connection with the hiring of staff/subcontractors and the deployment of volunteers
- Be responsible at your own cost for the provision of all material and equipment in connection with the day to day running of the Education Program, including:
 - Safety wear and equipment for employees, volunteers and visitors
 - The upkeep and maintenance of tools and equipment, including the water system in the education space
 - 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, eg. money for “boost” to Facebook advertising
- Provide all business records to the Millen Farm board for compliance purposes
- Have a current Blue Card as relevant to activities being undertaken
- Ensure all presenters and staff have current Blue Cards as relevant to activities being undertaken

Skills and experience

- Experience in organising, coordinating education workshops and/or programs for adults and/or children
- Experience and knowledge of how 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
- Ability to develop new education programs and source presenters
- Be able to determine quality presenters for workshops and education programs
- Understanding of adult education and/or children education
- 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
- Understanding of permaculture principles and practice
- Project management skills

As this role is a relationship between Millen Farm and the Education Entrepreneur, Millen Farm will provide the following:

- A dedicated education space (ie land area)
- An undercover area for education purposes
- Tables, chairs, whiteboard and tea and coffee facilities for use during workshops
- Use of existing assets on the register (tools, cold room, equipment, storage and supplies)
- Public Liability Insurance to cover all activities on the Farm relating to access and usage by the public, including registered Millen Farm volunteers
- Publicity through the Millen Farm website and trading under the Millen Farm brand
- Volunteer access
- A three-year contract renewable annually on receipt of a satisfactory report on the Education Manager's performance of the previous year, requirements to be negotiated and agreed

How to Apply

To apply please provide the following information:

- Your personal and contact details
- Your resume including references
- An application outlining
 - why you would like to be the Millen Farm Education Entrepreneur
 - your skills and experience
 - your vision of the education program
- A preliminary Business Plan which will enable us to talk through and flesh out your thoughts on how you would establish and run a successful Education Program at Millen Farm

Please note: The respective responsibilities of Millen Farm and the Education Entrepreneur will be discussed and agreed in more detail in the recruitment process.

Closing date: Friday 9th April 2021 at 5pm

Enquiries: Jenny Kato: jkato@millenfarm.org