



Join us as our Programme Manager

Position:	Programme Manager
Location:	East Shallowford Farm, Widecombe in the Moor, Devon TQ13 7PW
Salary:	£35,000 per annum
Period:	Permanent role
Working Hours:	This is a full time, 37 hour a week position with some weekend and evening work
Responsible To:	The Trust Manager
Line Management Responsibilities:	The Programme Officer and sessional programme staff and catering team

Job Description - Programme Manager

Key Aims of Post:

- 1:1** To develop and deliver a programme to increase day visits of SEND groups from local schools to 5 days a week.
- 1:2** To increase the numbers of school and youth group residentials to 47 weeks a year over a 3 year period.
- 1:3** To develop and deliver a STEM based programme and Primary School/Secondary,/GSCE curriculum based programmes (eg sciences, geography).
- 1:4** To lead on marketing of our programmes to new schools.
- 1:5** To further develop and deliver a programme of pre and post visits to residential groups to increase impact.
- 1:6** To develop and deliver reporting on impact of visits on our young people to in turn assist with fundraising and profile.
- 1:7** To work with the Trust and Farm manager with funding applications to enable schools with limited funding, to bring groups to the farm.
- 1:8** To inspire and encourage all visitors to engage, participate, value and learn from their experiences at Shallowford.
- 1:9** To ensure the residential and day programme fulfils the charitable objectives of the Trust.

Main Duties:

- 2:1** To lead the programme team in delivery of the educational programme.
- 2:2** To work closely with, support and supervise the Programme Officer in the delivery of residential and day visits to youth groups.
- 2:3** To lead on ongoing monitoring of the programme budget, as well as inputting into budget setting with the Trust and Farm Managers.
- 2:4** To lead on SEND programme development, with the support of the programme officer and the rest of the team.
- 2:5** To develop a STEM based programme and Primary School/Secondary, /GSCE and A level curriculum based programmes (eg sciences, geography).
- 2:6** To lead on ensuring risk assessments for all activities are up to date.
- 2:7** To ensure compliance with GDPR and agreed information transfer and collection as needed to ensure smooth running of group visits.
- 2:8** To assist with funding applications to enable schools with limited funding, to bring groups.
- 2:9** Lead the team in managing the modelling, research, design and evaluation of the programme delivery, including pre, during, and post visit impact.
- 2:10** Lead the team, with support from trust manager, to plan and resource pilot programmes ensuring quality measurable outcomes for the participants.
- 2:11** Lead with support the team as designated to deliver the marketing strategy to schools and other groups as they develop.
- 2:12** Line manage the programme officer and programme sessional and catering team.
- 2:13** Attend courses, seminars and training sessions deemed appropriate to the employment.
- 2:14** Assist the team in the volunteer programme, including working with volunteers on the programme
- 2:15** Assist the team in meetings and planning as needed.
- 2:16** Ensure all work time is recorded in HR app.
- 2:17** Maintain good communication with all staff through the use of WhatsApp or other means, ensuring easy and regular communication throughout working hours.
- 2:18** Promote Shallowford's goals and objectives at all times whilst maintaining the ethos of the Trust.

Reporting:

- 3:1** Report directly to the Trust Manager
- 3:2** Attend AGM and trustee meetings as required, with a minimum of two trustee meeting a year
- 3:3** Contribute to the Trust Managers Team report the Trustees in relation to programme delivery

Outcomes:

- 4:1** Increased groups of SEND day visits, with the aim of 5 groups attending weekly during school terms.
- 4:2** 47 weeks occupancy of school/youth residential groups within 3 years.
- 4:3** Development of a school curriculum based programme for all Key curriculum Stages.
- 4:4** Live monitoring of the programme budget.
- 4:5** The efficient, safe management and delivery of Shallowford's programmes.
- 4:6** Good public relations to enhance Shallowford's reputation in the wider community.
- 4:7** Full use of the established channels of communication.
- 4:8** Care of property and equipment.
- 4:9** Delivery of team training as appropriate
- 4:10** The development of professional competence.

To apply:

Applications are due by 9am on 10th August 2026. Interviews will be held on 18th August 2026 (or another time if not available for the right candidate). Please apply with your CV and by completing our application form. For any questions regarding the role, please email fiona@shallowfordfarm.co.uk (until 31st July), or will@shallowfordfarm.co.uk thereafter.

The Shallowford Trust is committed to the safeguarding and protection of children in our work. We will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.

This position is part funded by Worshipful Company of Butchers and Dartmoor National Park, Farming in Protected Landscapes