



Emerson College welcomes applications for the post of Biodynamic Agriculture Programme Coordinator for our full time Sustainable Agriculture in Biodynamic and Organic Practice and Management course.

If you are interested please submit your CV with a personal statement expressing your interest and experience. Deadline is 25 April 2014. You will also be asked to make a presentation to a small group demonstrating your teaching skills.

Please submit your CV to Deborah Watts by email registrar@emerson.org.uk, or post to Emerson College, Hartfield Road, Forest Row RH18 5JX or phone for more information [+44 1342 822238](tel:+441342822238).

Job Title: BD Programme Coordinator

Core Purpose:

To coordinate and deliver the land based studies, support student learning and wellbeing at Emerson College

Areas of Responsibility:

- Lead the coordination of the Diploma in Sustainable Agriculture
- Plan and organise the supervision of land based practical work.
- Attend faculty meetings.
- Deliver by specification the programme content; mark and assess student work.
- Develop the land based elements of the full time and short course programmes.
- Manage the day-to-day running of the BD programmes in collaboration with the faculty.
- Cooperate with faculty, assessors and student supervisors assigned to the programme.
- Hold a shared responsibility for working within a budget provided by Emerson College.
- Maintain quality standards, engage in reviews and adhere to the policies and procedures of Emerson College.
- Contribute to the planning of the curriculum including inviting, overseeing and coordinating the associate faculty as necessary.
- Supervise and support student progress and wellbeing.
- Cooperate to ensure compliance with statutory regulations (such as Health and Safety, First Aid, Fire Regulations, COSHH)
- Ensure compliance with requirements of relevant Quality Assurance organisations (in particular Crossfields Institute, the Biodynamic Agriculture College Board of Studies and the British Accreditation Council in cooperation with the Emerson College Trustees.)

Accountability: Head of Educational Development

Person Specifications: We are looking for a person who has:

- Practical and theoretical knowledge of biodynamic agriculture
- A capacity to contribute to the living and working community and social life in Emerson
- Experience in teaching adults, either formal or informal
- Experience in assessing and student supervision desirable
- A capacity to teach the students, taking into account the development of the whole human being
- Good planning and organisational abilities

Remuneration: subject to negotiation and experience.