



**Future Roots**  
C/O Rylands Farm  
Boys Hill Drove  
Holnest  
Sherborne  
Dorset  
DT9 5PS

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[www.futereroots.net](http://www.futereroots.net)

June 2025

Dear Applicant,

Thank you for your interest in our vacancy for a **Manager** at Future Roots. Future Roots is a young person's service based at Ryland's Farm. Ryland's Farm is a small working farm that is approximately 30 acres in size.

We started in 2006 as Farming for Life and registered our enterprise in 2008 as Future Roots. We've now been supporting young people for over nineteen years and hope to continue for many years to come. You can find out more about us on our website but these links will give you a better understanding of our vision, ethos our work and impact of the work we do with Young People.

- Future Roots is a young person's service based at Ryland's Farm. Ryland's Farm is a small working farm that is approximately 30 acres in size – [Future Roots \(drone video\)](#)
- To learn a little bit more about us please watch this short introductory video – [here](#)
- To hear from some of young people and to learn about some of impact please watch this video and stay on after the credits roll too - [here](#)
- To understand more about our Post 16 Programme - [here](#)
- We were also on the front cover of The Sherborne Times in January and an article about us is on page 58 - [Sherborne Times January 2025 by Sherborne Times - Flipsnack](#)

**We are looking for an individual, who really understands young people and who can:**

- Engage with and understand young people and build effective, developmental relationships that will increase resilience and emotional wellbeing.
- Plan and implement Future Root's group work programmes on the farm using the outdoors and animals to build resilience, personal responsibility and qualities and employability skills
- Planning will include delivering accredited qualification opportunities and/or therapeutic activities as well as appropriate programmes to meet individual need
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Unfortunately, visits will not be possible at this stage, due to volume of interest we are anticipating. However, visits will form part of the recruitment process following an application being received. We have the right to close this advert early if a suitable candidate is found, so apply early!

**Closing date for applications is 1pm Monday 14<sup>th</sup> July 2025**

Kind regards,

A handwritten signature in black ink that reads 'Julie Plumley'.

**Julie Plumley**  
**Founder and Director of Future Roots**



# Manager

## Future Roots Young People's Service

### Vacancy



Based on a 30-acre care farm

**Annual Salary Range: £33,000-£36,000**

**37 hours a week**

**Start Date: September 2025 or soon after**

Based in rural West Dorset, Future Roots is a long- and well-established provider of complimentary education and re-engagement services for children and young people. Working with schools and Dorset and Somerset's Children's Services we use a farm environment and our animals to offer young people learning and therapeutic experiences to help them overcome trauma and challenges.

We are now looking for someone to join our team as a Manager, to manage key aspects of our Young People's Service and to deputise for the Director. We need someone who can bring demonstrable skill and experience from a background of working with children and young people, and who has an affinity with the outdoor environment and animals.

- **The role will cover: Strategic Leadership in key aspects of the Service, Safeguarding, Quality Assurance, Contract Management, Compliance and Relationships with commissioners and funders as well as generating new business and income streams.**
- **Please read the job description for the specific detail of the role.**
- For further information about the role contact Julie Plumley (Director Future Roots) on 01963 210703 or via email: [office@futereroots.net](mailto:office@futereroots.net).
- Applications to be returned to [office@futereroots.net](mailto:office@futereroots.net) by 1pm Monday 14<sup>th</sup> July

Please visit our website [www.futereroots.net](http://www.futereroots.net) to see the full range of what we do.

**Closing Date: 1pm Monday 14<sup>th</sup> July**





## Job Description & Person Specification

<b>Contract Type</b>	<b>Permanent Contract –52 weeks of the year</b> 9am-5pm (Mon-Fri) and 9am-4:30pm (Fri) <b>Annual Leave entitlement – 20 days plus bank holidays</b> <b>(The statutory entitlement is 207.2 hours holiday)</b>
<b>Hours</b>	<b>37 hours a week</b> Monday to Thursday 9am-5pm Friday 9am-4:30pm Supervision meetings and team meetings may be planned to occur outside of these times or during school holidays.
<b>Pay</b>	Salary Range: £33,000 - £36,000 depending on experience
<b>Location:</b>	Future Roots, c/o Rylands Care Farm, Boys Hill Drove, Holnest, Sherborne, Dorset DT9 5PS
<b>Responsible to:</b>	Julie Plumley, Director
<p><b>Main Purpose of the position:</b></p> <p><b>1. Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Vision and Ethos of Future Roots</li> <li>• Ensuring the implementation of the in all it does - putting the needs of our young people at the forefront of decisions</li> </ul>	<p><b>2. <u>Strategic Leadership -</u></b></p> <ul style="list-style-type: none"> <li>• <u>Vision and Ethos of Future Roots</u></li> <li>• <b>Ensuring the implementation of the in all it does - putting the needs of our young people at the forefront of decisions</b></li> <li>• <u>Deputise for the Director</u></li> <li>• The Manager will deputise for the Director when they are not on site or unavailable; they will perform the duties that are required for our Young People’s Service in their absence, so the service runs without disruption.</li> <li>• To have responsibility for delivering effective governance of the service alongside the Director and the Future Roots Board.</li> <li>• Joint responsibility with the Director for the smooth running of the business functions, the office and mentoring service to young people</li> <li>• <u>Strategic Support</u></li> <li>• Assisting/Working in partnership with the Director with refining, developing and implementing long-term strategies and procedures</li> <li>• Assisting/Working in partnership with the Director making sure goals and financial targets of programmes and grants are met through Future Roots’ available resources; identifying challenges and mitigating risk.</li> <li>• In partnership with the Director for the smooth running of the business functions, the office and mentoring service to young people</li> <li>• Ensuring the smooth running of the day to day operations of the service and programmes, supporting where needed</li> <li>• The role will have direct responsibility of the operational areas of Safeguarding, IT, GDPR, HR including all aspects of recruitment, onboarding, absence management procedures eg return to work interview, Statutory Compliance and Quality Assurance as well as responsibility for the Site and Office environments.</li> <li>• To line manage the Office Co-ordinator and Finance Manager ensuring their work is of high quality and meets the needs of the Service; balancing their workload and wellbeing against the demands and needs of the Service, ensuring a duty of care to the team.</li> <li>• To support the wellbeing of all staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for and contributing to and overseeing media releases, the Future Roots Website and Publicity reports and newsletters before they go out.</li> </ul>
<b>2. Safeguarding</b>	<b><u>2. Safeguarding</u></b> <ul style="list-style-type: none"> <li>• To undertake joint Designated Safeguarding Lead (DSL) responsibilities and to have a clear understanding about the safeguarding responsibility of the organisation and schools is essential.</li> <li>• To ensure that all safeguarding checks are carried out from the SCR, safer recruitment processes, safeguarding audits internal and those requested by external agencies ie Dorset/Somerset</li> <li>• To ensure that all statutory and contract compliance duties are delivered by the organisation in regards to safeguarding and keeping children and young people safe.</li> <li>• Quality assuring the organisations safeguarding arrangements and reporting to the Future Roots Board on data/statistical analysis with regards to safeguarding and through contract review meetings with commissioners of services eg Dorset/Somerset/Schools</li> </ul>
<b>3. Quality Assurance all aspects of the Young People's Service</b>	<b><u>3. Quality Assurance</u></b> <ul style="list-style-type: none"> <li>• To lead on all aspect of 'Quality Assurance and Evaluation' of our Young People's service, including commissioned contracts, SLA's and the programmes run at Future Roots This involves but not limited to: <ul style="list-style-type: none"> <li>• Being responsible, booking, leading and facilitating all quality assurance site visits with commissioners from Dorset and Somerset Council, schools and their representatives plus other external agencies.</li> <li>• Ensuring full statutory compliance of the Young Person's Service including all aspects of Safeguarding/HR/IT/GDPR and estates</li> <li>• Preparing and writing reports, collating stactical data returns for commissioners and the Future Roots Board</li> <li>• To work to improve the systems for data capture including our electronic databases.</li> <li>• To produce statistical reports using excel, word</li> <li>• Internal Quality Assurance of Future Roots Programmes including but not limited to: <ol style="list-style-type: none"> <li>a) Quality of the Core Alternative Provision Service</li> <li>b) Quality of provision for Dorset and Somerset Alternative Provision Contracts</li> <li>c) Quality of provision for Dorset and Somerset Short Breaks Contracts</li> <li>d) Quality of provision for Dorset Family Matters Contract</li> <li>e) National Open College Network (NOCN) qualifications</li> </ol> </li> </ul> </li> </ul>
<b>4. Contract Management</b>	<b><u>4. Contract Management</u></b> <p>Contract and project management are a key feature of this role, although there are individual project leads. The management and oversight of progress towards targets is an important part of this role.</p> <ul style="list-style-type: none"> <li>• To manage the contracts with Dorset and Somerset for Alternative Provision including completing Expression of Interest submissions from the Brokerage Teams as well as from SEND Provision Leads and caseworkers in both Local Authorities/County Councils.</li> </ul>

	<ul style="list-style-type: none"> <li>• To manage the contract for Dorset Short Breaks and Somerset’s Holiday Provision, ensuring the quality of the provision remains high and all reporting is completed including case studies.</li> <li>• To manage the contract for Dorset Family Matters / Families First Programmes ensuring all reporting is completed</li> <li>• To ensure that contracts are resubmitted for tender within the timescales provided through the Council Portal (Proactis/Procontract) and to look for new business at all opportunities</li> <li>• To manage all of the National Open College Network (NOCN) portals, the enrolment of young people on qualification pathways and booking of functional skills exams as well as the submission of outcomes and ‘claims’ for certificates.</li> <li>• To complete the Internal Quality Assurance for all of our NOCN qualifications and lead on the external yearly moderation process with the external assessor.</li> </ul>
<b>5. Compliance</b>	<p><b><u>5. Compliance</u></b></p> <ul style="list-style-type: none"> <li>• To ensure that the Future Root’s Service is fully compliant with all statutory legislation including safeguarding, GDPR, Health and Safety</li> <li>• To ensure all policies and risk assessments are current and reviewed annually and contain all updates from statutory DFE documents eg Working Together To Safeguard Children, Keeping Children Safe in Education (KCSIE), Use of Alternative Provision</li> <li>• To have the oversight of the Single Central Record ensuring all safer recruitment processes are followed as per KCSIE section 3 and the Future Roots Policy.</li> <li>• To ensure that when delivering our Ofqual registered education qualifications including when young people sit their functional skills exams - we are fully compliant with the National Open College Network’s (NOCN) policies and procedures.</li> </ul>
<b>6. Relationships</b>	<p><b><u>6. Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Building strong relationships with all external agencies to maximise support and income generation as well as promoting understanding of the services we offer as well as all our programmes</li> <li>• Key agencies: Commissioners - Dorset Council/Somerset Council/SEND Team Leaders and SEND Provision Leads/SEND case workers / Schools - Primary, Secondary, Special Schools and Learning Centres as well as independent schools / Colleges /VCS Forum and partners</li> <li>• Outstanding verbal and written communication skills and expertise in IT.</li> </ul>
<b>Responsible for:</b>	Strategic Leadership in key aspects of the Service, Safeguarding, Quality Assurance, Contract Management, Compliance and Relationships with commissioners and funders as well as generating new business and income stream
<b>Future Roots Target group(s):</b>	<ul style="list-style-type: none"> <li>• Young people aged between 8 and 18 years who are experiencing a variety of challenges in their life. These may include social, emotional and behavioural problems and learning difficulties but who might also have experienced a variety of difficult situations like poor attachments or loss.</li> </ul>

	<ul style="list-style-type: none"> <li>• Young people may be on the verge of exclusion from school, reacting to past traumas or who need help in transitioning into the employment market or further training.</li> </ul>
<b>Development:</b>	<ul style="list-style-type: none"> <li>• Future Roots is always seeking to expand and develop new programmes. We include our staff in the planning and development process and welcome innovation and ideas.</li> </ul>

## Person Specification – Manager

**Please write your application so it addresses the person specification – please focus on the impact of the work you have done**

Criteria	Qualities	Essential / Desirable
Qualifications, Experience	<ol style="list-style-type: none"> <li>1. A qualification suitable for the role eg education, social work or youth work</li> <li>2. Someone who has experience as a 'Manager' in a past role</li> <li>3. Minimum of five years' experience working with young people</li> <li>4. A strong belief in providing and developing opportunities for young people who struggle with traditional school based learning.</li> <li>5. A good understanding of the benefits from being with animals, physical exercise, being outdoors and the countryside.</li> <li>6. Knowledge of effective strategies to work with young people who present as unregulated and who may have the potential to pose a risk to themselves and/or others.</li> <li>7. Able to use your skills to manage people</li> <li>8. Flexible, passionate and energetic</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Knowledge & Skills	<ol style="list-style-type: none"> <li>1. Significant experience of line managing and supervising staff within a children's service context.</li> <li>2. Thorough knowledge of, and experience of applying in practice, safeguarding policies and procedures.</li> <li>3. The ability to undertake project management and financial forward planning.</li> <li>4. Have an extensive knowledge of work place IT and be competent in the use of the range of MS Office Applications including excel, databases, Canva, Council Portals plus Google for Workspaces</li> <li>5. Be able to Plan, Deliver and Review Evaluation, monitoring and reporting to local authorities, funders and other commissioners.</li> <li>6. Problem solving skills, identify issues, develop solutions and implement them effectively</li> <li>7. Be an effective transparent, flexible leader with good communication skills</li> <li>8. Financial competence and experience of commissioning arrangements with external agencies e.g. Schools, local authorities.</li> <li>9. Grant proposal management tracking, reporting, monitoring.</li> <li>10. Be an ambassador for the organisation and be able to deliver presentations to funding partners and commissioners on behalf of the Director.</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>

	11. The ability to be responsible and accountable for the safe running of the farm site and the services being delivered in the absence of the Director.	E
Personal Attributes and Qualities	<ol style="list-style-type: none"> <li>1. A person with integrity</li> <li>2. Has a strong work ethic and is self-motivated</li> <li>3. Resilience and self-reflection</li> <li>4. Considerate and respectful</li> <li>5. Good sense of humour with a positive outlook</li> <li>6. Patient and empathic</li> <li>7. Able to work under own initiative and within a team.</li> <li>8. Calm and thoughtful when under pressure</li> <li>9. An unwavering belief in young people and providing opportunities</li> </ol> <p>The role is likely to include times where a level of high emotion is being expressed by young people and our team are expected to be able to respond to such situations in a calm, measured way. We do not use restraint in any form and there is a need to have an understanding that comments made by young people are not personal.</p>	<p>E</p>

**Future Roots is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Applicants for posts working with children and young people will be subject to an enhanced DBS check and disclosure**

