

# JOB DESCRIPTION



## Job Title: Lands & Livestock Manager

<b>SALARY</b>	Circa 22-24K (Depending on Experience)
<b>HOURS</b>	40 hours per week, to include regular weekends and Bank Holidays
<b>REPORTS TO</b>	General Manager
<b>REPORTING TO THIS POSITION</b>	Livestock Supervisor, Livestock Assistants, Apprentice, Volunteers
<b>JOB PURPOSE (Overall Objectives)</b>	
<p>Reporting directly to the General Manager, the appointee will:</p> <ul style="list-style-type: none"><li>• Lead, motivate and develop a small team of staff and volunteers to ensure the safe and effective day-to-day running of the Livestock department.</li><li>• Work closely with other departments. to create a welcoming, fun and educational environment for visitors of all ages and backgrounds.</li><li>• Be a key member of the management team, assist the General Manager and Trustees with strategic planning and the delivery of the farm's business and charitable objectives.</li></ul>	
<b>ANIMAL MANAGEMENT</b>	
<ul style="list-style-type: none"><li>• Responsible for the day to day care of the Farm's animals, ensuring the highest levels of animal welfare and husbandry.</li><li>• Coordinate livestock management planning - ensuring that the Farm maintains a varied mix of animals in order to maximise welfare, visitor experience, educational opportunities and income generation.</li><li>• Work with the General Manager to develop, improve and maintain animal enclosures and pastures using available resources.</li><li>• Ensure the husbandry and welfare standards of Farm Animals are 'best practice' and comply with requirements of the local authority and APHA accordingly.</li><li>• Develop and maintain a focus on rare breed livestock.</li></ul>	
<b>LAND MANAGEMENT</b>	
<ul style="list-style-type: none"><li>• Assist with the maintenance of the grounds, walkways, pastures, hedging, fencing and gardens, including pasture rotation and minor repairs that require immediate attention.</li><li>• Assisting with the planning and delivery of major repairs and projects.</li><li>• Be the main point of contact for garden activities.</li></ul>	
<b>CUSTOMER SERVICE</b>	
<ul style="list-style-type: none"><li>• Deal with customer queries in line with Farm's complaints policy.</li><li>• Organise resources to ensure a visible staff/volunteer presence during peak visitor times.</li><li>• Assist with the planning and provision of events, visits, open days etc.</li><li>• Work closely with other managers to maximise visitor enjoyment and increase awareness of the Farm's charitable objectives.</li></ul>	
<b>EDUCATION</b>	
<ul style="list-style-type: none"><li>• Work closely with other staff to maximise volunteering and educational opportunities for people of all ages and abilities, including children and adults with special needs.</li><li>• Play an active part in advising and supporting the Education provision with on and off-site activities including</li></ul>	

# JOB DESCRIPTION



tours and talks and enclosure interpretation.

- Supervise and assist volunteers and work experience staff, ensuring that they are able to meet personal objectives and learn new skills.

## HEALTH & SAFETY

- Responsible for the management of Health & Safety within Livestock areas.
- Ensure that staff and volunteers are fully aware of their responsibilities with regards to health and safety.
- Identify visitor accessibility issues around the site and work with dept managers to address these.
- Regularly review all relevant Health & Safety procedures and protocols.

## COMMUNICATION

- Actively participate in regular team meetings – providing positive and constructive feedback and ideas on all aspects of the Farm's work.
- Promote the Farm in a positive manner at all times, both internally and externally (e.g. with suppliers, colleagues, at meetings, events or in the media).
- Act as a point of contact for operational issues, working with other department managers to resolve problems and ensure facilities are open and accessible to the public.
- Update and share relevant knowledge about animal welfare and/or husbandry techniques.

## STAFF & VOLUNTEER MANAGEMENT

- Lead & manage a small team of permanent and casual staff, coordinating rotas, holidays, recruitment, inductions & training.
- Motivate your team to ensure the highest standard of performance at all times. Carrying out regular 1-2-1s and appraisals of direct reports.
- Participate in the recruitment of key personnel and assist with disciplinary procedures as required.
- Work closely with other managers to ensure compliance with key policies, including Equal Opportunities and Safeguarding.

## FINANCE & ADMINISTRATION

- Monitor department budgets and work towards agreed income targets in all areas of responsibility.
- Provide regular reports and information for the General Manager and Board of Trustees.
- Work with the General Manager to identify new ways of increasing revenue streams and donations.
- Ensure that all livestock records and inventories are accurate and comply with relevant legislation (e.g. drugs and medical supplies, health, breeding and movement records).

## GENERAL

- React to unexpected operational challenges in a calm, efficient and professional manner.
- Cover Duty Management responsibilities when required.
- Represent and deputise for General Manager as required.
- Promote environmental sustainability in all areas of responsibility.

# JOB DESCRIPTION



## Personal Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Minimum NVQ Level 3 or equivalent qualification in Animal Care/Agriculture</li> </ul>	<ul style="list-style-type: none"> <li>• Additional practical/academic qualifications in livestock related areas</li> </ul>
WORK RELATED EXPERIENCE	<ul style="list-style-type: none"> <li>• Demonstratable practical experience of working with livestock.</li> <li>• Experience of working with young people.</li> <li>• Experience of Health and Safety, including risk assessment and maintenance management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a community farm.</li> <li>• Experience of working with adults and children with physical and/or learning disabilities.</li> <li>• Experience of breeding animals, meat production and sales of produce</li> </ul>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> <li>• Good numeracy, literacy and IT skills, with the ability to keep accurate records.</li> <li>• Strong experience of managing and motivating staff and volunteers.</li> <li>• Knowledge of Safeguarding and Equal Opportunities legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of fundraising and income generation.</li> <li>• Horticultural/food growing knowledge or experience.</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Excellent communication</li> <li>• A positive team player</li> <li>• Able to work weekends and flexible to the needs of the job.</li> <li>• A creative, open and innovative approach to working with people, particularly those who experience disadvantage and inequality.</li> <li>• Able to identify imaginative and productive ways of utilising assets with limited resources.</li> <li>• Organised and efficient</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>• Full clean driving license</li> <li>• Consent to an enhanced DBS</li> <li>• Able to meet the physical requirements of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First aider</li> </ul>

## How to Apply

**Closing Date:** midnight on Sunday 2<sup>nd</sup> May 2021

To apply please email your CV and covering letter detailing how you meet the requirements of the role to Emma King, General Manager at [manager@deencityfarm.co.uk](mailto:manager@deencityfarm.co.uk).

Only shortlisted candidates will be contacted. Please note that the successful applicant will be asked to undertake a DBS check.