

**JOB DESCRIPTION**

**Job Title: Farm Manager**

**Reports to: Director Land Based Studies**

Kingshill Farm comprises 98ha of arable and grassland and a herd of Red Poll Cattle. In addition, sheep are grazed on site from October to May and lamb indoors at the start of the year. Currently arable cropping includes winter wheat, spring barley, sugar beet and spring peas.

**Overall Responsibilities:**

* To manage the operation of Kingshill Farm at Shuttleworth College, so as to provide a realistic commercial farm environment to be used as a resource for land-based students.
* To contribute to the strategic development of the farm as a resource for all students engaging in environmental and land-based learning.
* To liaise with college staff regarding the operation of the farm and the provision and preparation of suitable student practical activities

**Main Duties:**

**Management of Resources**

1. To be responsible for the day to day operation of the farm as an exemplar of best practice, ensuring professional standards of presentation are met and maintained.
2. To carry out all appropriate routine practical tasks associated with the day to day running of the farm.
3. To plan, implement and manage the arable and livestock activities on the farm in a timely manner.
4. To respond to new initiatives and support the implementation of environmental schemes on the farm.
5. To ensure highest standards of grassland management and soil husbandry are adhered to.
6. To take responsibility for the maintenance of the highest standards of livestock health and welfare.
7. To undertake lambing and calving activities.
8. To supervise, motivate and develop college staff and to arrange and participate in work rotas.
9. To ensure that all machinery and equipment is used and maintained in a safe and appropriate manner.
10. To ensure adequate provision of resources which meet the needs of the curriculum, staff and students.
11. To ensure that agricultural production systems are maintained and monitored in line with policies agreed by College Director.

**Organisation and Systems**

1. To ensure that all appropriate legislative and management records relating to the farm and the livestock are maintained in an appropriate manner.
2. To ensure compliance with legislative requirements including animal welfare and farm assurance standards.
3. To work with Directorate management team in planning, budgeting, target setting and monitoring performance.
4. To operate within budget constraints and to secure financial control and value for money in all activities.
5. To procure goods and services in line with the College Financial Regulations.
6. To provide high standards of customer service and communicate effectively with a range of individuals including, professional service providers, contractors, students and college staff.
7. To liaise with appropriate stakeholders and the local community to maintain a positive image for the college farm.
8. To keep up to date with all relevant specialist information and developments, including legislation and assess impacts ensuring appropriate dissemination and implementation.
9. To attend team meetings and produce reports as required.

**Supervision of Students**

1. To prepare resources and equipment, providing learning opportunities in a timely manner.
2. To demonstrate tasks and processes to groups as required, promoting safe working practices at all times.
3. To undertake supervision of students undertaking practical tasks to ensure that health and safety and animal welfare requirements are fully met.

**Health and Safety**

1. To maintain safe working systems and practices at all times and to ensure that statutory requirements are met for staff, students and visitors.
2. To ensure that the farm operates in a safe, healthy and sustainable manner at all times to include the maintenance of necessary records.
3. To ensure that all waste produced by the farm is stored and disposed of correctly
4. To ensure risk assessments are regularly reviewed and updated.

**Policies and Procedures**

1. To comply with all college policies and procedures
2. To keep abreast of changes to policy and procedures and make necessary changes to administrative systems as required.

**Other**

1. To undertake continued professional development, and attend any updating or training as required.
2. To hold the farm mobile phone and act as a point of contact for the farm.
3. To demonstrate a flexible approach to weekend and out of hours cover.

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

**May 2022**

**PERSON SPECIFICATION**

# Job Title: Farm Manager

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|  | Essential | **Desirable**  |
| **Qualifications/ Training** | * Level 4/5 qualification in Agriculture or equivalent
* Competency certificates in forklift operations and pesticide operations
* English and Maths or similar at GCSE grade A-C or equivalent or

willingness to achieve Literacy and Numeracy Level 2 or equivalent | * Degree in Agriculture
* BASIS qualified
* First Aid Training
* Safeguarding training
* Risk and COSHH assessment training
* Equality and diversity training
* ECDL or ITQ Level 2 or equivalent
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| **Knowledge/ Experience** | Knowledge of:* Beef production systems
* Lowland sheep production systems
* A wide range of arable crop husbandry
* Grassland husbandry
* Environment and conservation issues
* Machinery operations
* Current industry practices
* Farm safety procedures and safe working practices

Experience:* Recent successful experience of working within the agricultural industry
* Experience of farm management
* Experience of working constructively to achieve team objectives and deadlines
* Evidence of high performance in previous roles/jobs
* Experience of working effectively with people from diverse backgrounds
* Evidence of understanding how to promote equality and diversity within the job role
 | * Experience of working with young people in a training environment
* Experience of managing budget management and control
* Experience of planning and target setting
* Experience of working effectively in a customer focussed environment
* Experience of working in a teaching/training team
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| **Skills/Abilities** | * Ability to carry out a range of practical farm operations
* Ability to maintain high standards of livestock care
* Strong organisation and planning skills
* Ability to use standard IT systems and keep accurate farm records
* Ability to demonstrate high quality practical skills in agriculture
* Ability consistently to demonstrate high levels of performance within the job role
* Ability consistently to contribute to the provision of a welcoming and supportive environment
* Ability to supervise students of all ages at various levels of achievement
* Ability to communicate effectively and confidently face to face, on the telephone and in writing with a wide range of customers and stakeholders
* Ability to work effectively on own initiative
* An ability to prioritise objectives and meet deadlines
* Ability to work in line with our Values of

Student FocusHigh PerformanceRespect, Openness, Honesty and explain how this relates to the job role* Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution
* Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times
* Ability to carry out College business as appropriate at all times and promote the College’s good reputation within the community
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| **Special Requirements** | * Current driving licence
* Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns
* Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults
* Willingness continuously to update skills and knowledge
* Willingness to travel to and work at all locations where we provide a service
* Comprehensive awareness of health and safety issues in the area
* Flexible approach to work and working times including weekend and holiday cover on a rota
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**May 2022**