



## **Farm Manager (Arable)**

### **JOB DESCRIPTION**

**Suffolk Rural  
Directorate of Land-based, Animal and Equine**



## ADVERTISEMENT

### **Farm Manager (Arable)**

Up to 37 hours per week, 52 weeks per year\*

Within the range of £34,374 to £37,140 per annum (pro rata if part time)

This is an exciting opportunity for a Farm Manager to join our growing team based at Suffolk Rural, Otley, which is a specialist land-based campus within East Anglia, just 9 miles outside of Ipswich.

The Farm Manager is responsible for the daily planning, organisation, supervision and administration of activities on the farm. The role includes managing a small team to ensure safe industry practice onsite, and work closely with the curriculum teaching team to support the learner development of practical skills.

You will have a good standard of education including Maths and English alongside a formal agricultural qualification, and/or relevant industry experience. Ideally you will have some experience of working with young people, record keeping and online farm management systems.

\*Up to full time - Average of 37 hours per week depending on operational need/time of year.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

*Please note we reserve the right to withdraw the advert prior to the closing date if we have sufficient applications.*

**For further information, please visit [www.suffolk.ac.uk](http://www.suffolk.ac.uk)**

**Closing date: Sunday 26<sup>th</sup> May 2024 at 12:00 Midnight**

**Interview date: To be confirmed**

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

## **DIRECTORATE OF LAND-BASED, ANIMAL & EQUINE**

An exciting opportunity for Farm Manager to join our growing team based at Suffolk Rural, Otley, which is a specialist land-based campus within East Anglia, just 9 miles outside of Ipswich.

The curriculum directorate of Land-based delivers a wide range of specialist qualifications within Agriculture, Arboriculture, Horticulture and Floristry. This is an exciting period of growth and development for the department, which has access to a working farm and vibrant Animal Studies Centre.

The Farm Manager will be responsible for the daily planning, organisation, supervision and administration of activities on the commercial farm. They will work closely with the Farm Technician to ensure safe industry practice onsite and with the curriculum teaching team to support learners' development of practical agricultural skills.

The curriculum directorate team comprises of management, teaching staff, and administrators who are all committed to delivering an exceptional experience to our learners to enable them achieve and to progress their chosen career through Further Education, Higher Education opportunities or employment.

## JOB DESCRIPTION

### Farm Manager (Arable)

Summary of Benefits, and Terms and Conditions

<b>Location:</b>	*Main location Suffolk New College, Suffolk Rural Campus (Otley, Suffolk)
<b>Salary:</b>	Within the range of £34,374 to £37,140 per annum (pro rata if part-time)
<b>Salary Scale:</b>	Business Support Management Spine 1 to 4
<b>Contract status:</b>	Permanent
<b>Hours of work:</b>	Up to full time - Average of 37 hours per week depending on operational needs/time of year
<b>Pension:</b>	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
<b>Holiday:</b>	20 days per annum rising one day per year worked to a maximum of 25 days per annum, plus Bank Holidays and a minimum of 4 additional Christmas closure days
<b>Staff Development:</b>	Corporate, Departmental and Personal Development Programme opportunities
<b>Reporting to:</b>	Director of Curriculum

\*This post is based at Suffolk Rural Campus, however Suffolk New College is a multi-campus, therefore you may be required to work at and travel between campuses.

## JOB PURPOSE

The post holder will be responsible for the daily planning, organisation, supervision and administration of activities on the farm. The post holder will provide and interpret records and management information ensuring that the maximum value of the operations for the College's teaching and wider public education is delivered.

## MAIN RESPONSIBILITIES AND DUTIES

1. To manage and undertake the production of a range of arable crops in line with tenancy agreement
2. Advise Curriculum Director and Senior Leadership Team of any changes to relevant legislation
3. To work closely with the Farm technician to market the College's livestock
4. To manage and maximise all external payments, grants and funding applications (Sustainable Farming Incentive (SFI) and Countryside Stewardship (CS)).
5. Ensure physical records (including crop and irrigation records, accounts, GPS systems on machinery etc.) are used to collect and interpret data as a resource for teaching

6. To identify opportunities and lead on the delivery of trial work across all enterprises
7. To manage the College's involvement with environmental schemes across the farm
8. To ensure that safe systems of working are maintained across the College's farming estate
9. To work with teaching staff to ensure the farm is a flexible and effective resource for teaching in its use for practical lessons
10. To assist with student practical lessons delivered by teaching teams and supervise students
11. To co-ordinate contractor operations across the farm
12. To ensure the maintenance all farm resources and to ensure the whole farm and associated areas are kept in a tidy and orderly state
13. To prepare budgets in consultation with the Director of Curriculum and ensure that income targets are met. Order supplies and services within budgetary guidelines using the college's finance systems
14. To support marketing events (for example - Suffolk Show, Lambing and Suffolk Rural Open Day)
15. To be on call for out of hours emergencies
16. Any other duty reasonably required by the Principal

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the postholder to undertake the new/varied work.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including maths and English to Level 2 (GCSE C or 4 grade)</li> <li>• Formal agricultural qualification, and/ or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• NPTC Level 2 Award in the Safe Use of Veterinary Medicines</li> <li>• FACTS and BASIS qualified certification</li> <li>• PA1 and PA2</li> <li>• Health and Safety Level 2</li> <li>• BASIS</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant professional industry experience</li> <li>• Working with young people</li> <li>• Experience of electronic record keeping and management systems for arable cropping</li> <li>• Livestock experience; Pigs, Sheep, Beef Cattle</li> <li>• Knowledge of risk assessments</li> <li>• IT Literacy and familiarity with a range of farming software</li> <li>• Understanding of environmental Schemes/issues</li> <li>• Driving Licence</li> <li>• Tractor Driving experience</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of livestock in an educational setting</li> <li>• Health &amp; Safety Level 2</li> <li>• Driving Licence with category C1+E rest</li> <li>• Experience in teaching land-based subjects</li> <li>• Livestock experience; Poultry</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a diverse range of audiences including young people, parents and external agencies</li> <li>• Planning, time management and organisational skills</li> <li>• Accurate recording skills</li> <li>• Proven management and supervisory skills</li> <li>• Evidence of working as part of a team and autonomously</li> </ul>	<ul style="list-style-type: none"> <li>• Budget management</li> <li>• First Aid</li> </ul>
<b>Qualities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Motivational, inspirational and influential</li> <li>• Creative and innovative</li> <li>• Effective decision-making</li> <li>• Pro-active and solution focused approach to problem solving</li> <li>• Self-awareness and reflective thinking</li> <li>• Calm under pressure with a resilient approach</li> <li>• Diplomacy, tact and integrity and with due regard for confidentiality</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Embeds and promotes equality, diversity and respect through all aspects of the role</li> <li>• Pro-active commitment towards safeguarding and promoting the welfare of young people</li> <li>• Positive and can do attitude towards work</li> <li>• Actively participates in continued professional development</li> <li>• Flexible approach to meet changing needs</li> </ul>	

## EQUALITY AND DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to shortlist all applicants from a black or ethnic minority group who meet all of the essential criteria and all applicants with a disability who meet the essential criteria .

## CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s).

Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to an enhanced Disclosure check by the Disclosure and Barring Service.

## INFORMAL ENQUIRIES

For any informal enquiries, please contact Lynsey Wilson, Director of Land based, Animal and Equine & SCCA, through email on [LynseyWilson@suffolk.ac.uk](mailto:LynseyWilson@suffolk.ac.uk) .

## BUSINESS SUPPORT MANAGEMENT SPINE SALARY SCALE POINTS 1 - 4

<b>Business Support Management Spine</b>	<b>£ per annum</b>
1	<b>34,374</b>
2	<b>35,370</b>
3	<b>36,390</b>
4	<b>37,140</b>