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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Farm Manager

**Department:** Commercial

**Hours:** 48 hours per week. Weekend and evening working may be required when business needs demand; contactable 24/7 for emergencies

**Responsible to:** Executive Director - Commercial

**Reports:** Farm Operative,   
Farm Administrator

Mechanical Workshop Technician

Shepherd

**Salary / Scale:** Management Spine - Band E (£42,614.00 - £47,323.00 per annum)

**Date of Issue:** January, 2022

**Organisation Chart:**

Executive Director - Commercial

Farm Administrator

Farm Manager

Farm Operative

Shepherd

Mechanical Workshop Technician

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1. **Aims and Purpose of the Post**
   1. The management of the College Farm to the highest commercial and environmental standards ensuring compliance with relevant legislation and codes of practice.
   2. The development of the Farm to develop new income streams.
   3. To ensure that the Farm also fulfils its function as a quality resource central to teaching and learning.
   4. The development of the FarmEstate for the wider benefit of the College and its learners.

1.5 The promotion of the Farm and the College within the rural community.

1. **Specific Responsibilities**
   1. To organise and implement efficient day-to-day management of the Farm Estate.
   2. To direct, supervise and monitor the performance of the Farm Unit Operatives (both full- and part-time), maximising quality of output and overall standards of performance.
   3. To undertake practical activities as appropriate to the skills of the individual and the needs of the various Farm Units.
   4. To liaise with other College managers to ensure that student teaching and learning practical requirements and Commercial and Work Experience opportunities are met in full in a manner that is compatible with good commercial, welfare and environmental practice.
   5. To prepare budgets in consultation with the Assistant Director of Commercial Enterprises and the Chief Finance Officer for the effective use of Farm Estate staff and other resources ensuring that both current and development needs are met and to exercise budgetary control, ensuring that the Farm Units are resourced to agreed levels and that parameters and financial regulations set by the College are observed at all times.
   6. To prepare and develop a Business Plan to advise upon, implement and monitor plans for the maintenance and development of the Farm Estate and to research opportunities (e.g. grant funding) to increase farm commercial performance.
   7. To ensure the efficient use of resources, that they are available for use when required and are maintained to a standard that meets quality and health and safety criteria.
   8. To maintain and monitor the quality of yield, whether livestock or crops; understand the implications of the weather and make contingency plans to make sure products are ready for deadlines, such as auctions and markets.
   9. To maintain and monitor high standards of husbandry, animal welfare and workmanship throughout the estate at all times, including liaising with vets.
   10. To ensure that administrative procedures are completed efficiently including statutory and internal records and returns, livestock movements and health records, husbandry records, biosecurity protocols, Farm Assurance, the maintenance of Asset Registers and regular reports for consideration by senior managers and Governors.
   11. To produce farm guides, farm reports and other interpretation materials to support the use of the farm for marketing and teaching and learning purposes and to promote and represent the Farm and College with external organisations.
   12. To undertake a leadership role in implementing agreed Continuous Professional Development Policies, including Performance Development Reviews for the benefit of individuals, the Estate and the continued development of the College.
   13. To ensure safe working practices and conditions on the estate including compliance with animal welfare, health and safety, environmental health, COSHH, NVZ, FEPA, COPRA, cross compliance and other relevant legislation and codes of practice.
   14. To be responsible for submission of subsidy claims and environmental scheme claims as required.
   15. To ensure that Farms and Estate operations are compatible with good environmental and nature conservation practice aligning to College targets on carbon neutral and green energy objectives.
   16. To attend meetings, courses etc. considered to be of benefit to the Farm, College and the individual.
   17. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   18. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   19. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   20. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

36 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| --- |
| **Person Specification – Farm Manager** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Relevant qualifications in Agriculture | X |  |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role |  | X |
| Previous management or supervisory experience | X |  |
| Budget setting and management skills | X |  |
| Engaging and effective people management skills | X |  |
| Practical experience of livestock and arable farms | X |  |
| Experience of successfully obtaining and utilising funding grants to comply with their terms |  | X |
| Computer literate | X |  |
| Strong desire and proven ability to achieve results without close supervision | X |  |
| **Personal Attributes** |  |  |
| Flexible hands-on approach to work to allow for evening and weekend working and when required at busy times | X |  |
| Genuine commitment to high standards of animal welfare. |  |  |
| Demonstrates initiative | X |  |
| Sound decision maker | X |  |
| Good organisation skills | X |  |
| Ability to communicate effectively and motivate others | X |  |
| Ability to positively promote the Farm enterprise and the broader College brand | X |  |
| Ability to quickly develop positive and productive professional relationships | X |  |
| Passionate about high standards, quality and H&S | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the college

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the college
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equality and Diversity**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs
* Challenges others when they are not promoting equality and valuing diversity