

## Hartcliffe City Farm Sessional Farmer-Caretaker

Location:	Hartcliffe City Farm
Working pattern:	Ad-hoc
Hours:	Ad-hoc
Responsible to:	HCF General Manager
Responsible for:	No direct reports
Rate & Grade:	£12.30 p/h B

### Purpose

To undertake livestock care, site maintenance and be a welcoming presence for visitors.

### Main duties and responsibilities

#### Farm duties

- Undertake animal husbandry ensuring animal welfare is of the highest quality (eg health checks, provision of food and water, medical treatments as required, setting up enclosures, liaising with vets etc).
- Undertake practical maintenance activities (eg inspections, general repairs, grounds maintenance, developing projects).
- Undertake basic administration (eg incident or accident reports, livestock records, purchase supplies)
- Respond to emergency situations (eg first aid incidents, facilities breakdowns, anti-social behaviour).
- Support group visits, livestock activities and ad hoc activities and events.
- Interact with visitors and be a visible presence on site (eg responding to questions and enquiries, sorting access for contractors).

#### Site maintenance and health and safety

- Ensure site security, opening and closing premises as required.
- Ensure alarm and heating systems are set and functioning.
- Keep the facilities clean, safe and welcoming (eg toilets, litter, empty bins).
- Ensure that there are adequate supplies of cleaning materials and consumables.
- Introduce visitors to housekeeping arrangements, when required (eg fire procedure)
- Support preparation of the hired spaces (eg setting up rooms and arranging furniture, responding to requests).
- Maintain health and safety records (eg risk assessment, COSHH and accident books).

#### General

- Work within and promote the aims and objectives of the city farm. Present a positive image of the farm to the public.

- Carry out any other duties commensurate with the responsibilities of the post, as required.
- Take part in Farm events where required.

It is the nature of work that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken. The nature of work at HCF and working with volunteers and the general public requires a flexible approach to hours of work including evening and weekend working. As a small team it is essential that everyone could, if required, handle all routine day-to-day tasks.

During times of annual leave general farm and garden duties will be shared by all staff members. Full training will be given in health and safety along with on-the-job animal husbandry when required.

## Person Specification

### Essential

- At least 1 years' experience of working within a similar environment
- Knowledge, skills and experience of undertaking basic animal care
- Wide range of practical skills of building maintenance and repair.
- Good communication skills and ability to communicate in a calm non-confrontational way.
- Experience of working with a wide range of people from a variety of backgrounds and ages.
- Able to operate on own, using initiative to solve problems arising from workload.
- Ability to handle a range of physical outdoor work. Mucking out animals to moving haybales and farming related items.
- Take on the role of First Aider (training will be provided if necessary).
- Working knowledge of health and safety principles and willingness to be trained further.
- A proven ability to work flexibly and as part of a team.
- Computer Literate.
- A clear commitment to Equal Opportunities perspective in all areas of work.
- The post is subject to an enhanced DBS check.

### Desirable

- Significant experience working with farm animals.
- An interest in the aims and mission of the Farm.
- Strong ties to Hartcliffe or nearby neighbourhoods.