

# BATH CITY FARM



**Job title:** Deputy Manager

**Hours of work:** 30 hours per week

**Contract:** 1 year fixed term contract, renewable subject to funding

**Pay band:** 2A

**This appointment will be subject to a DBS check**

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## About us:

Situated on a beautiful 37-acre site, Bath City Farm is a charitable organisation, providing education, training and therapeutic activities to disadvantaged people in the local community, as well as a free-to-access visitor attraction for families and children.

Our mission is to build a strong, healthy and caring community by engaging local people with nature and farming. Our goals are to enable the development of skills and confidence, improve mental, physical and social wellbeing, and inspire environmental awareness. We aim to increase community engagement, offer a rewarding visitor experience, and educate people on farming, animal welfare and food production.

All staff are expected to carry out their roles in line with the Farm's core values:

- **Inclusivity and diversity:** our farm community is drawn from a wide range of different backgrounds and we promote a culture of respect for all.
  - **Protecting the natural environment:** we work to increase biodiversity and promote environmental sustainability in all our activities and choices.
  - **Valuing individuals:** we believe that each individual has unique gifts and talents, and we constantly look for ways to help them fulfil their potential.
  - **Affordability:** as a founding principle, we believe it is essential that the farm remains free for all to access, and we strive to provide goods and services that are free or affordable to the community.
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## Deputy Manager Role:

**Responsible to:** Line managed by the General Manager

**Responsible for:** Line management of staff, which currently includes the Environmental Youth Worker, Youth Work Assistants, Earthworks Project Co-ordinator, and Office and Communications Administrator.

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## **Overall purpose of the job:**

The Deputy Manager will work closely with, and deputise for, the General Manager, to help deliver the farm's vision and strategy, maintain an important green space, and run a programme of successful and highly-regarded projects, engaging those most in need in the local community. This role will be responsible for overseeing key areas of farm operations and services, with a particular focus on our education, events and youth programmes. The post holder will also play a key part in developing income generation activities and the management of farm staff.

## **Main duties and responsibilities:**

- To deputise for the General Manager, and work with the staff team to ensure the smooth running of the farm's day-to-day activities and operations, having an oversight of all farm activities and events, and completing staff rotas for holiday and weekend working.
- To oversee the farm's Youth Programme, ensuring it is delivered to a high standard and achieves the outcomes set out by funders and other providers.
- To lead on implementing the AQA Awards accreditation scheme for a variety of farm projects. The post holder will oversee our registration as an AQA centre and be the farm's AQA Co-ordinator, overseeing the administration of the awards and ensuring that effective assessment takes place for all learners.
- To lead on achieving the PQASSO Quality Standard Award, working with our HR Lead and General Manager.
- To work with the General Manager and HR Lead to ensure all policies and procedures are kept up to date, including annual reviews and updates of all risk assessments.
- To participate in the monitoring and evaluation of projects for key funders, and assist with preparing reports, fundraising applications and annual plans for the farm as required.
- To develop routine and one-off training and development opportunities for the staff team.
- To lead on developing a vibrant programme of community events and educational workshops, overseeing other staff members to ensure all events are planned and marketed on time and achieve our objectives.

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## **Leadership and management responsibilities**

- To be responsible for managing staff, including providing regular individual supervisions and annual performance appraisals. Working with the General Manager and HR Lead, to oversee the recruitment and induction process of new staff.
- To oversee the recruitment and supervision of some key volunteer roles as appropriate.

## **Communications and relationships responsibilities**

- To work with the General Manager to represent the farm to external stakeholders and develop effective working relationships.
- To build strong trusted relationships with staff.
- To manage and develop the farm's communication & marketing plan.
- To represent the farm in a warm and welcoming manner to a wide variety of groups and visitors.
- To work collaboratively and communicate well with the rest of the staff team to ensure the smooth running of the projects.

## **Fundraising, income generation and social enterprise responsibilities**

- To take a lead responsibility in ensuring that plans are delivered and in place to market and enhance the farm's social enterprise ventures, such as the café, shop, birthday parties, school visits, site rentals, community and corporate events, educational workshops, and specialist placement provision.

## **Problem solving and autonomy**

- To develop monitoring and evaluation systems for core and new projects, working with the General Manager and Project Area Leads.
- To enhance the administration and operational systems to ensure effective communication between the staff team and supporting the smooth running of the farm.

## **Other key job elements or requirements to note**

- To work within agreed policies and procedures, and to help create and develop high standards of practice on the farm.
- To carry out specific projects as required by the farm.
- To help the General Manager coordinate staff meetings, which the Deputy Manager will attend.

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## Person specification: Deputy Manager

### Experience

- Experience of line managing staff.
- Experience of working with and bringing together disadvantaged communities.
- Experience of overseeing educational and/or youth work programmes.
- Experience of implementing quality awards and improving systems.
- Experience of developing and delivering social enterprise initiatives.

### Competence, Knowledge and Skills

- Good knowledge and skills of people management and conflict resolution.
- Good knowledge and skills of community education.
- Good knowledge and skills of community youth work.
- Ability to put business ideas into practice and market them.
- Good knowledge of a wide range of policies and procedures, including Data Protection, Health and Safety law and safeguarding.
- Understanding of reports and monitoring for grants and trust funders.
- Excellent written and verbal communication skills.
- Knowledge of city farms and how they operate.
- Effective and proactive approach to including all volunteers in activities.
- Excellent IT skills in a range of different programmes such as Excel and Word.
- Understanding of the issues faced by people living in disadvantaged communities.

### Personal Qualities

- Calm and measured manner, with the ability to communicate diplomatically and build trust and respect with a wide range of people.
- Creative, innovative and business-minded approach to community development.
- Self-motivated, able to work unsupervised, to take initiative and to meet deadlines.
- The ability to maintain a professional attitude and boundaries in working with project volunteers, stakeholders, staff team and management committee.
- An ability to work as part of a small team.
- Highly organised with good time management.
- Resilience and adaptability to a changing working environment, and the ability to work confidently and flexibly through periods of development
- Commitment to the values and vision of the farm.
- A non-judgmental attitude.