

BATH CITY FARM



- Job title:** Site and Facilities Manager
- Hours of work:** 30 hours per week, over 4 days (with the potential for regular overtime)
- Contract:** 1 year, fixed term contract (with the potential for extension, subject to funding)
- Pay band:** 2A

This appointment will be subject to a DBS check

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.

From the beginning our **Vision** has been to build a healthy community rooted in nature, food, farming and each other. As a welcoming urban farm, we use our unique setting and targeted projects to educate, improve wellbeing and transform lives. 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.
-

Site and Facilities Manager

Responsible to: Farm Manager

Responsible for: Site Assistant, Volunteers

Overall purpose of job:

This role will lead on the practical maintenance and infrastructural development of the farm's buildings and 37-acre site. You will also lead the organisation on Health and Safety and COSHH and ensure the farm site and its facilities provide a welcoming, tidy and safe place for all of our users. A key part of this role is working alongside volunteers and other community groups to develop the farm site for community use.

Main duties and responsibilities

- Undertake inspection, repair, maintenance, cleanliness and development of the Site infrastructure and equipment (eg buildings, animal enclosures, waste and storage areas, fencing, play areas, pathways, structures)
- Oversee capital development works including: managing contractors, liaising with staff/stakeholders, implementing plans to mitigate disruption, and ensuring sufficient permissions and consents are in place.
- Lead the organisation in its legal responsibilities in Health and Safety, ensuring that up-to-date risk assessments, policies and procedures are in place, and that all staff and users comply with them.
- Ensure health and safety checks and risk assessments are scheduled and completed with up to date records maintained (eg COSHH, fire safety, daily/annual site checks, alarms, boiler servicing, electrical circuit testing, PAT, building safety).
- Keep up to date with all relevant legislation in health and safety and share knowledge with colleagues.
- Promote and coordinate team challenges/group volunteering across the Farm's sites.
- Lead responsibility for the delivery of the Environmental Stewardship Agreement and communications with Natural England.
- Oversee the care of the animals on site with support of Project Co-ordinators.
- Liaise with the Bath Shed group, who have a shared workshop space on the Farm to ensure smooth and safe running of the workshop area.
- Ensure rooms are fit for purpose, clean and well-maintained.
- Provide first aid cover for staff team.

Leadership and Management responsibilities

- This role will be part of the Senior Management Team and will lead at a strategic level on all matters relating to Site Development and Infrastructure.
- Line manage people in the Site team to perform at their best and develop staff in accordance with agreed objectives and outcomes to maximise performance.
- Management of Key Volunteers, ensuring skilled volunteers are provided with meaningful tasks to help maintain and develop the farm site.

- Lead groups of volunteers. Overseeing groups of individuals with a wide range of skills and experience to carry out practical activities on the farm site either through regular volunteering sessions or one-off team building days.

Communications and relationships responsibilities

- Liaise with businesses and contractors to achieve site developments in an efficient, tidy and prompt fashion.
- Build strong trusted relationships with volunteers, many of whom may have complex needs, such as a mental health diagnosis, drug/alcohol addiction and social isolation. You will ensure they feel fully supported and listened to, are aware of the tasks they need to carry out and their responsibilities around health and safety and safeguarding. You will also ensure healthy boundaries are kept with and between volunteers.
- Work collaboratively and communicate well with the rest of the staff team to ensure the smooth running of the farm and projects.
- Represent the farm in a warm and welcoming manner to a wide variety of groups and visitors.
- Take a lead role in communicating and informing others of essential changes which may impact on other roles and to escalate issues with the General/Deputy manager where appropriate.

Fundraising, income generation and social enterprise responsibilities

- Support income-generating activities such as helping to run corporate team building days and school visits.
- Work with Area Leads and Project Delivery staff to oversee the development and growth of income generation schemes to support project running costs including the Farm Shop and animal and plants sales.
- Develop and maintain areas to a high standard that are used for running income generating activities such as the crater stage, rooms for hire, pizza oven and allotments.

Problem solving and autonomy

- You will develop and utilise efficient building maintenance plans and systems to ensure that the buildings and other public areas are regularly checked and compliant with any legal requirements and responsibilities.
- Prepare and implement an annual planned improvement programme for the Facilities and wider Site.
- You will make key site related decisions affecting a wide range of projects.
- You will be able to identify and prioritise tasks to ensure the smooth running of the farm site.

Other key job elements or requirements to note

- You will work with other staff to organise some of the farm's programme of seasonal community events such as the Big Farm Fundraiser, Spring Plant Sales and Bonfire night.
- Assist with developing the farm as a visitor attraction by working with staff and volunteers to improve signage and developing the visitor experience.
- Have an awareness of and work in accordance with our safeguarding policies for children and vulnerable adults.
- Pro-actively work with volunteers and staff to contribute to the farm's vision.
- To attend regular staff meetings and development/training days.
- Work within agreed policies and procedures, helping to ensure high standards of practice on the farm.
- Ensure that the output and quality of your work is of the highest professional standards.
- Take a key role in the induction of new staff and volunteers.

Person specification: Site and Facilities Manager

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Significant Experience (5 years plus) in a qualified trade area (eg building, landscaping, plumbing, carpentry, electrical) or other relevant role. • Experience of planning and efficiently implementing practical works. • Experience of using maintenance plans effectively. 	<ul style="list-style-type: none"> • Experience of working on a Public Site. • Experience of coordinating a team of volunteers.
Competence, Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • In-depth competence and knowledge of a wide range of practical skills in land and facilities management. • Ability to effectively implement systems for building management and maintenance. • Ability to prioritise and plan tasks effectively and have a wide overview of their workload. • In depth knowledge of legal obligations and putting systems in place for managing Health and Safety for a wide range of users. • Excellent written and verbal communication skills. • Good knowledge of a wide range of policies and procedures including Data Protection, Health and Safety and safeguarding. 	<ul style="list-style-type: none"> • Ability to organise structured and meaningful tasks for volunteers to suit all abilities. • Knowledge of wildlife and environmental conservation techniques to increase biodiversity. • Knowledge of city farms and how they operate. • Effective and proactive approach to including all volunteers in activities. • Excellent IT skills in software such as Excel and Word. • Understanding of the issues faced by people living in disadvantaged communities.
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to communicate warmly and diplomatically, building trust and respect with a wide range of people at all levels. • Conscientious, self-motivated and hardworking ensuring tasks 	<ul style="list-style-type: none"> • Awareness and passion for the environment and farming.

<p>are completed in good time and to a high standard.</p> <ul style="list-style-type: none">• Dynamic and innovative with an ability to be flexible and deal with a wide range of issues at the same time.• The ability to maintain a professional attitude and boundaries in working with project volunteers, stakeholders, staff team and management committee.• Resilience and adaptability to a changing working environment, and the ability to work confidently and flexibly through periods of development.• An ability to work as part of a small team.• Highly organised with good time management.• Commitment to the values and vision of the farm.	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--