

Care Farm Manager & Site Co-Ordinator – Maternity Leave Cover

Job Description and Person Specification

Reports to: Head of Care Farms
Contract: Fixed Term Full Time (Maternity Leave Cover)
Hours: 37.5 per week
Based at: The Willows Care Farm, Broughton Gifford

JOB PURPOSE

To make a major contribution to the delivery of Wiltshire Wildlife Trust's (WWT) Strategic Goals:

- *improving health and wellbeing through connection in and with nature*
- *providing opportunities for Wiltshire's children and young people to experience the joy of nature and nurture a lasting interest in nature*

DIMENSIONS

The role will be responsible for creating nature-based opportunities and a safe, stimulating setting that fits with the ethos of WWT to deliver animal, horticulture and site-based person-centred activities within agreed budgets and timescales. The role will play an important part in generating income for The Willows Care Farm, and will also seek to develop wider education and community engagement projects.

The role will be responsible for the line management of staff and volunteers and will be a key part of The Willows Care Farm Management Team. You will work closely with the Care Farm Manager & SENCo and Care Farm Administrator under the direction of the Head of Care Farms.

MAIN DUTIES AND RESPONSIBILITIES

- To lead the overall development, management and maintenance of the Care Farm site, including all infrastructure and stock keeping.
- To lead the overall plan and upkeep of horticulture, animal care and housekeeping, including resource management.
- To take daily operational responsibility for Health & Safety, site risk assessments and COSHH policies and procedures including all record keeping.
- To line manage and co-ordinate delivery staff and volunteers, to complete 1:1s and quarterly reviews with assigned staff, and to be the first point of call for staff HR and wellbeing matters.
- To monitor the resources and animal budget and, in the absence of the Head of Care Farms, to take responsibility for it.
- To lead on and manage the staff rota for holiday and weekend work.
- To create and maintain relationships with contractors and relevant people within the organisation.



In conjunction with the Care Farm Manager & SENCo:

- To take daily operational responsibility for Safeguarding as part of being a Deputy Designated Safeguarding Lead.
- Lead the day-to-day activities at the Care Farm including a morning briefing and end of day debrief in line with individual student needs, site development and maintenance.
- Support and maintain excellent relationships with schools, partners and funding bodies.
- Act as a key contact and support for service users engaging with different activities such as one to one work and holiday activities.
- Support and help evaluate a range of nature-based activities during term time and school holidays.
- Lead the setting up, running and clear up of activities and events.
- Work with schools and referrers to develop good communication links and ensure information is being shared appropriately about young people's engagement and development.
- Support the Trust's work as an accredited provider of NOCN and AQA training.
- Identify opportunities within the National Curriculum, notably KS1 and KS2, in order to further the aims and objectives of the education team and the Trust as a whole.
- Research best practice and legal responsibilities of animal care, disseminate information and encourage best practice through sharing of successes and challenges with colleagues and team members, *e.g.* within team meetings.
- Help to maintain and develop accurate monitoring, evaluation and reporting systems as required by the Trust, funders and partners.
- Regularly report to and support the Head of Care Farms as required.
- Any other duties as may be reasonably requested.

Other

- Maintain an understanding and commitment to the delivery of the Trust's Strategic Plan.
- To champion the importance of environmental learning and education and the work of the Trust and the achievements of our students and service users.
- Comply fully with the Trust's policies and procedures as detailed in the Staff Handbook and Care Farm Policies folder.
- Comply fully with the Trust's Health and Safety policies and procedures.
- Attend team meetings, staff conferences and briefings as required.
- Contribute to organisational and project effectiveness by working closely with other teams as required, especially the Conservation and Nature Recovery teams.
- Carry out any other duties as may be reasonably requested.

SAFEGUARDING

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT's safeguarding policy.



BACKGROUND

This is a maternity cover post, and has arisen due to the success of Wiltshire Wildlife Trust's Care Farm provision at Lakeside on Lower Moor Nature Reserve, which provides nature-based therapeutic activities for children, young people and adults with diverse needs and mental health challenges. As Lakeside developed over three years from its opening in 2016, an opportunity arose to open another Care Farm at The Willows near Melksham. The opening of this second Care Farm in 2020 required a new management structure with two Managers at each site, one with overall responsibility for students, and one with overall responsibility for horticulture, animals, housekeeping and the site. There will naturally be some crossover between the Manager roles at each site, but the main duties and responsibilities are discrete for each post. On appointment, the post holder, based on their experience and skills, will share certain duties and responsibilities with the Care Farm Manager & SENCo so there is a clear point of accountability for each.

WORKING RELATIONSHIPS

It is imperative that positive relationships are maintained with colleagues, students, parents/carers and commissioners, as well as members of the public and, where required, WWT staff from other areas of the Trust.

KEY CHALLENGES

A key challenge will be the upkeep of the site to ensure it is safe, well maintained and offers seasonally stimulating activities for children and young people with complex and diverse needs that fits with WWT's strategic outcomes and ethos. Further key challenges are to undertake this on a daily basis throughout the seasons in what can be an emotionally and physically challenging role, and to be able support staff as their line manager in an empathetic way whilst adhering to Trust policies and procedures.

SCOPE FOR IMPACT

There is considerable scope to contribute to increasing the Trust's commercial income in this role enabling the expansion of existing services and the development of new strands of educational services.



EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED

| | Essential | Desirable |
|----------------|--|---|
| Qualifications | | <ul style="list-style-type: none"> • A recognised Level 5+ qualification in a relevant subject • A recognised teaching qualification. • Team Teach trained • Forest School Level 3 qualification • Outdoor First Aid qualification • Special Needs training • Brush cutter accreditation |
| Experience | <ul style="list-style-type: none"> • Wide-ranging experience of working with individuals with diverse needs and/or challenging behaviours and/or social, emotional and mental health needs. • Experience of working with children and young people with complex needs in a farm-type setting • Experience of the legalities, management, upkeep and principles of (therapy) animals • Experience and a sound working knowledge of horticultural practices throughout the seasons • Experience of leading and supporting indoor and outdoor learning activities. • Experience of office administration • Experience managing a team in a child/young adult/vulnerable adult setting, including 1:1 reviews and relevant implementation of HR procedures • Knowledge of Health & Safety requirements/Risk Assessments/COSHH. • Good working knowledge of the principles of safeguarding and child protection and experience of raising and implementing a safeguarding scenario | <ul style="list-style-type: none"> • Experience of working with schools. • Experience of Forest School activity sessions • A knowledge of the National Curriculum • An understanding of conservation and sustainability issues • Completion of management/leadership training |



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|-------------------------|---|---|
| | <ul style="list-style-type: none"> An understanding of conservation and sustainability issues | |
| Skills | <ul style="list-style-type: none"> Excellent organisation, administrative and time management skills. Ability to prioritise and meet deadlines. Must be able to work on own initiative and take responsibility Practical conservation and site maintenance skills | <ul style="list-style-type: none"> Creativity Training and Development Skills |
| Personal attributes | <ul style="list-style-type: none"> Excellent communication skills, both written and verbal. Ability to motivate others, particularly young people. Ability to enthuse all about the natural world. Ability to engage and communicate with a wide range of people. Ability to lead and work as part of a team and independently. Sense of humour | |
| Additional requirements | <ul style="list-style-type: none"> IT skills, with sound working knowledge of Word, Excel, Outlook and PowerPoint. Current driving licence and access to a car. Ability to work outside in all weathers in what can be a physically and emotionally challenging outdoor environment Willingness to occasionally work unsociable hours, including evenings, Bank Holidays and weekends | |

Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post



holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job.

YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS.

This role involves engaging in regulated activity with children, thus if the applicant is barred from engaging in this activity it is an offence for them to apply.

If successful, you will be required to apply for a Disclosure and Barring Check from the Disclosure & Barring Service. The level of check required for this job is an Enhanced Disclosure for children and adults.

A copy of our Policy Statement and Code of Practice is available on request.

