
JOB DESCRIPTION

JOB TITLE	Farm and Grounds Operative
SALARY	£15,950 per annum pro rata
REPORTS TO	Programme Lead (Farm and Education)
LOCATION	Jarrow Hall, Church Bank, NE32 3DY
TERMS & CONDITIONS	Trust normal terms and conditions of employment.
WORKING PATTERN	22hrs (flexible across Monday – Sunday)

JOB SUMMARY

Groundwork South and North Tyneside has been Changing Places and Changing Lives for 25 years through a variety of environmental, learning, health and skills programmes. We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery.

The successful post holder will be a motivated, knowledgeable and hardworking individual, with experience of supporting with the health and welfare of livestock on our small farm.

This will include supporting with the day-to-day welfare of the animals, farm site maintenance and other activities to support the education and training contracts.

The post-holder will also support the Programme Lead with a number of areas including (but not limited to); study programmes, traineeships, SFA/ESF funded provision, Adult Skills budget and wellbeing programmes, alongside assisting in the preparation and delivery of visitor-facing events and activities.

KEY TASKS

Support and promote the highest standards of welfare and care of all animals

- Follow guidelines to provide access to fresh water and diet to maintain full health of all animals.
- Ensure an appropriate environment including shelter and a comfortable resting place.
- Reporting signs of illness, disease or signs of discomfort.
- Assist with regular health checks of all animals on the farm.
- Promote normal behaviour of all animals.

Maintenance of animal shelters, grounds and living environments

- Ensure safe, clean and hygienic shelter for all animals who live on the farm.
- Carry out routine maintenance to animal shelters and fencing to ensure the safety of staff, volunteers, users, visitors and all animals on site.
- Carry out routine site and grounds maintenance

Provide support to programme lead to ensure the effective running of the education and training contracts.

- Provide a friendly, approachable face at events.
- Support Programme Lead in the delivery of various education programmes at Jarrow Hall.
- Support in the preparation of resources for educational events and activities.
- Support the preparation and delivery of a variety of visitor-facing events and activities.

Visitor Experience

- Competently deliver animal interaction sessions with visiting members of the public.
- Conduct informative talks about our animals and their welfare with groups of visitors.
- Ensure the highest standards of visitor experience and cleanliness are maintained throughout all spaces; ensure first impressions are excellent.

HEALTH & SAFETY

The post holder is required to operate in accordance with the company's Health and Safety policies and procedures and work to deliver projects in line with quality standard ISO14001.

- Understand and comply with all Health and Safety policies, procedures and Risk Assessments.
- At all times whilst at work you will be responsible for wearing the correct personal protection equipment as provided and must follow documented safe working practices.
- Ensure that all tools, equipment and materials issued are maintained to a high standard and report any defects.

ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- To foster and encourage Equal Opportunities and to adhere to GDPR requirements.
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- The post holder must be flexible in order to deal with rapidly changing priorities this will include changing hours of work within agreed boundaries to meet the demands of project delivery. Work early mornings, evenings and/or weekends as and when the business/service requires.
- To be able to work on site in all weathers performing physically demanding manual work.
- Travel will be required for project delivery.

PREPARED BY:

Chris Wild

FINALISED:

July 2019