



Farm Manager - Phoenix Farm Project in White City

Full time, permanent position

Reports to	HCGA Director and the Board of Trustees
Responsible for	The effective management of the farm growing including management of the schools, community, volunteer and CSR programmes
Location	White City with the option for occasional home-based working
Working Hours	5 days per week , 37.5 hours per week. Standard working week is 9-5.30pm but there will be weekend and early evening work in the summer for which TOIL can be taken
Salary Scale	NJC Scale S01 Point 23 including Inner London Weighting £35,776
Holiday	25 days per annum + bank holidays

Role Details

The Farm is primarily a horticultural site that also contains chickens and rabbits, the Farm Manager will be responsible for the management of the growing on the farm, ensuring a wide range of plants are grown throughout the year. The Farm Manager will be responsible for the co-ordination and delivery of the schools, community and volunteering programmes and sessions on behalf of HCGA ensuring that the project operates to a high standard. The post holder is responsible for ensuring all activity is planned and undertaken in line with the HCGA Business Plan.

The post holder will provide support to HCGA in accordance with the highest professional standards in the following areas:

Strategic Development

- To co-ordinate activity at Phoenix Farm in White City
- To work alongside partner organisations
- In consultation with the Director to monitor and evaluate all grants and contracts
- To contribute to the development of the educational programme at the farm, nursery, primary and secondary levels
- To develop the necessary relationships internally and externally to promote and develop Phoenix Farm Project as a community resource.
- To work as part of the HCGA management team to ensure smooth and effective service delivery.

Service Users and Health & Safety

- To **manage school bookings**
- To **maintain/develop key relationships**. This involves establishing and building links with other organisations to promote Phoenix Farm Project
- Maintaining excellent **health and safety** standards. This includes, health and safety of all visitors to site, child/ vulnerable adult protection issues, emergencies, accidents / incidents, risk management, etc.

Administration

- To provide and ensure a **high standard of service administration**.
Including continuous review of service provision, effective time management and regular liaison with other colleagues.
- To adhere and implement **policies and procedures** of the charity
- To ensure all **farm activities are monitored** on a daily basis.

Management

- To **manage sessional staff** who are delivering activities on site
- To ensure a high standard of **performance management**
- To **promote partnership work** with external agencies. Accessing specialist services as appropriate, promoting work of HCGA, attending relevant meetings and forums.
- To ensure effective **budget management**. Identifying resources needed, ensuring financial controls are observed. To be accountable and responsible for the expenditure of services and submit petty cash claims on a monthly basis.
- **Financial controls:** To ensure the safe keeping and responsible use of all equipment, resources and monies belonging to the Association.
- **Fundraising:** To assist HCGA with fundraising and grant application activities as required

The Farm Manager will work individually and collectively to promote a constructive, fair and sensitive approach to working with others from a variety of cultures and backgrounds. All employees are expected to carry out their tasks within the terms and intentions of the Equal Opportunities, Core Values, policies and procedures and relevant legislation.

This job description is a guideline only and is subject to review. A degree of flexibility is required in this position and the post holder may need to undertake work not specifically referred to above, such work will be consistent with the post.

The post is subject to an enhanced DBS check

Person Specification

Essential Criteria

A successful candidate will hold a recognised horticultural qualification. They will have experience managing a food growing project, working in a community setting and with a diverse range of people. The candidate should have previously managed sessional activities, ideally with volunteers and be well organised to take sole responsibility for this site.

The candidate will have the ability to create new opportunities and encourage organisational participation with people with a wide range of abilities. This will involve strategic planning and implementation of projects.

A sound understanding of sustainability and environmental issues is necessary with an ability to implement these across the farm.

There will be a commitment to the Association's Equal Opportunities Policy and Statement of Values and an understanding of how to implement these.

The candidate must excel in effective communication (written and verbal) with a wide range of people, including volunteers, colleagues and a variety of professionals and to work as part of a small team. The candidate will have effective time management and the knowledge to plan and implement seasonal planting across the site.

The candidate will have the ability to manage a budget, implement and monitor policies and procedures and demonstrate good IT skills and their application to the Association's work and a thorough knowledge of health and safety issues and managing risk, and a commitment to developing service and organisational standards.

They will hold a current driving licence and a willingness to drive the Association's vehicle.

Desirable Criteria

The ideal candidate for Farm Manager will have had experience working with people from low-income households and people who have long-term mental or physical health problems.

Knowledge of caring for small animals, hens and rabbits.

Applications for the position must be submitted on the attached form and will close at **5pm on 14th June**. Interviews are scheduled for 19th June. If you don't hear from us within two weeks of the closing date please assume that your application has been unsuccessful on this occasion