



BATH CITY FARM

- Job title:** Site Coordinator
- Hours of work:** 37.5 hours (5 days) per week Monday to Friday
Job share applications will also be considered
Some weekend working may be required (1 weekend day per month)
- Contract type:** Permanent (on successful completion of probation)
- Salary:** 4A Full time salary £26,971
- Responsible to:** Line managed by the Site Development Manager
- Responsible for:** No line management responsibilities

This appointment will be subject to an enhanced 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:

- **Diversity is strength:** We work to remove barriers to encourage participation and promote fairness and equitable opportunities for all. We foster a culture of respect and dignity.
- **Power in community:** Each person has unique gifts and perspective to share. Nurturing and valuing these strengths collectively gives us power to make positive changes in our communities.

- **We are nature:** We are a part of nature and nature is us. We therefore aim to create conditions for biodiversity and natural ecosystems to thrive in all our activities and choices.
- **Open and participatory:** We aim to communicate openly and create meaningful opportunities for communities to contribute to the direction of the Farm.
- **Free or affordable:** The Farm site will always be free at the point of access for people to explore and enjoy. We endeavour to provide all our activities free or fairly priced.
- **Working with care:** We approach our work with care, to create quality solutions and minimise harm to people and the environment.

Overall purpose of job:

Carry out day to day maintenance and improvement of the Farm's site and facilities, ensuring that the site works well for Farm staff, volunteers and visitors.

Working as part of the Site team, look after the animals and the physical infrastructure that supports them to live well.

Host activities and provide learning opportunities for volunteers, trainees and corporate team day participants as part of the Farm groundskeeping and site development.

Main duties and responsibilities

- Carry out planned and responsive site maintenance of Farm buildings, play areas, animal enclosures, woodlands, meadows and boundaries working with volunteers to assist where possible.
- Alongside other members of the team and volunteers, ensure the care and welfare of the Farm's animals, particularly ensuring their feeding equipment housing and enclosures are maintained in good working order.
- Work with Farm volunteers and trainees to provide meaningful work-based and learning opportunities in relation to groundskeeping, site maintenance and conservation.
- Carry out and log daily, weekly and monthly site inspection checks to ensure spaces are safe to use upon opening and throughout the day/week.
- Carry out the weekly fire alarm test moving through the building testing different access points and reporting any faults or issues to the fire alarm maintenance company.
- Support the delivery of team building days and support other Farm staff with the planning and delivery of community events.
- Maintain the online maintenance schedule weekly with Site Management Manager, so it can be used by other members of staff and reflects the true status of ongoing maintenance activities.

- Ensure accidents or near misses are recorded in the accident book or on a Near Miss form as soon as possible following an incident.
- Ensure all work is carried out working in accordance with the Farm's Health and Safety, Safeguarding and Animal Welfare policies.
- Report any urgent health and safety risks to the Site Development Manager or Farm Director at the earliest opportunity.

Leadership and Management responsibilities

- Lead groups of volunteers who may have additional needs. Carry out work in a safe and supportive way that enables all people to participate fully. Make reasonable adjustments to enable people's full participation, whatever that may look like for them.
- Alongside the Site Development Manager, lead on the planning and implementation of site improvements in line with the Site team's and organisational priorities.

Communications and relationships responsibilities

- Liaise with other staff regarding work that may affect delivery of groups or events.
- Provide updates to staff regarding the status of tasks, particularly those that have been flagged as high priority.
- Attend team meetings to gather feedback regarding site maintenance and improvements.
- Keep staff informed of the status of work when water, electricity or internet will be affected by site works.

Fundraising, income generation and social enterprise responsibilities

- Carry out improvements that support the visitor experience and support income generation from footfall.
- Support Farm events and other income generating activities as required.

Problem solving and autonomy

- Oversee jobs from beginning to end, identifying affordable and innovative solutions. Specify and order materials and ensure that jobs are carried out to a high standard.
- Often tasks may be carried out independently, however it is important to ask for support where it is required to carry out work safely. This is a large part of the role and the ability to be a self-starter, confident in their abilities and able to manage time is of key importance. Understanding a range of solutions to different issues that may arise and staying calm in an emergency.

Other key job elements or requirements to note

- **Outdoor work:** This role requires the post holder(s) to work outside in all seasons of the year. Ability to perform tasks of a physical nature, including manual handling, working at height etc and to work outdoors in a variety of weather conditions (heat, humidity, cold) is required.

- Work within and promote the aims and objectives of the Farm and present a positive image of the Farm to the public.
- Work within agreed policies and procedures and help create and develop high standards of practice on the Farm.
- Attend regular staff meetings and development/training days.

Person specification

| Experience | |
|---|---|
| Essential | Desirable |
| <ul style="list-style-type: none"> • Experience of working directly with volunteers in a community setting. • Demonstrable trade experience for the maintenance of building facilities. | <ul style="list-style-type: none"> • Experience working in an urban farm setting. • Experience of animal husbandry. • Experience of working for a community organisation • Experience in relation to horticulture, wildlife conservation and / or groundskeeping. |
| Competence, Knowledge and Skills | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Demonstrable range of good practical skills. • Skilled in using a wide range of tools including power tools and machinery. • Excellent communication skills. • Working knowledge of current health and safety regulations. • Good IT skills for team communication and good record keeping and administration in relation to site maintenance tasks. • Ability to work well in a team and individually. | <ul style="list-style-type: none"> • Qualified in the use of strimmer & brush cutter. • Qualified in the use of a chainsaw. • Clean Driving License. • Experience operating ground working machines such as a mini digger. |
| Personal Qualities | |
| <ul style="list-style-type: none"> • Self-motivated, able to work unsupervised, to take initiative and to meet deadlines. • Organised, with good time management. • Ability to motivate volunteers and create a supportive work atmosphere. • Pleasant and confident manner when dealing with the public, volunteers, contractors and other organisations. • Willingness and confidence to learn about working with a broad range of animals. • Adaptable to a fast-changing environment. | |