

# Ruskin Mill Trust (the Trust)

## Job description

Position:	Biodynamic Land Manager (Urban)
Post Reference No:	RMT10098
Field of Practice:	Biodynamic Ecology (Field 3)
Grade:	10
Responsible to:	College Principal
Location:	Birmingham

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### Role Purpose

The purpose of this role is to support the ongoing creation and development of a biodynamic strategy for all of the Trust's site in consultation in with local College Principal and with reference to the wider Trust strategy of biodynamic work across the Trust working with other Biodynamic Land Managers.

In particular this role will play a key role in the developments at Argent College, Glasshouse College and other satellite provisions set in an urban setting, but advice and guidance will also be provided across the whole of the Ruskin Mill Trust Group

To manage and oversee the Biodynamic Vision, Operation and Curriculum, in particular the cycle of food, in collaboration with the Senior Management Team using Biodynamic principles and methodology.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites in order to connect and embed the biodynamic intention throughout the trust, and to and from other places as the Trust may reasonably require.

Evening and weekend working will be required.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

## Main Duties

1. To ensure that Biodynamic principles and methodologies are fully embedded and integrated into the local trust provisions.
2. To give high regard for the production of vegetables and other food items, take an active part in linking the produce from the land for the residential services and Trust kitchens.
3. To ensure the natural aesthetics of the Trust sites are maintained to a high standard at all times.
4. As part of the Biodynamic Team across the Trust to co-ordinate, maintain and development the biodynamic training programme to work across Glasshouse College, Argent College and other sites as required.
5. To be actively involved in working with and providing training for Biodynamic tutors, catering staff, trainees and students.
6. With the Deputy College Principal - Biodynamics to be responsible for the Quality Assurance of the College's biodynamic land team.
7. To co-ordinate biodynamic events, open days and volunteers days in-conjunction with appropriate staff.
8. To support the recruitment of volunteers and staff in consultation with Senior Management Team (SMT).
9. To be responsible for processing applications for the biodynamic training programmes in liaison with the SMT.
10. To undertake a pastoral care role in relationships with biodynamic trainees and ensure that there are sufficient meetings and support to meet needs of trainees.
11. To review and supervise trainees progress.
12. To maintain and monitor the quality of produce, whether livestock or arable as appropriate
13. To manage the day to day running of all biodynamic sites within your remit and to organise appropriate work for students and staff.
14. To support, and engage with, students who access their education through biodynamic land tutors and tutor assistants.
15. To tutor students as part of their educational programme when required.
16. To embed a consciousness of the importance of biodynamic work into staff training programme and to lead training as required within the college and Trust.
17. To ensure that RMT's Health and Safety framework is followed during all activities undertaken as part of the Land operation. This includes:
  - Regular monitoring and review of potential hazards and risk assessment;
  - First Aid procedure and equipment;
  - Fire precaution and equipment;

- Manual Handling assessments;
  - COSHH regulations and assessments
18. To be responsible for the biodynamic budget and expenditure, that will include revenue being gained from food production.
  19. To be responsible for the procurement of resources and equipment for biodynamic land and sites.
  20. To be responsible for land management across the sites in accordance with current Demeter Standards.
  21. To regularly review and strategically plan land development, production product distribution, ecological issues etc.
  22. To hold termly meetings with catering, land and horticultural teams to ensure that produce is used within the kitchens.
  23. To be responsible for the contingency planning for the implications of weather and the impact it has on land, livestock and equipment.
  24. To work with the Trust marketing department and Executive Team to review and update promotional material.
  25. To work in conjunction with Quality Assurance Team and delivery team to ensure that a Biodynamic intention is supported throughout the college.
  26. To work with the SMT to ensure that a seed to table ethos is fully implemented throughout the life of the college and integral to the student journey.
  27. To lead a Biodynamic study group.
  28. To work with the Senior Management Team to ensure that active, positive links are developed and maintained with the wider community.
  29. To develop and maintain good working relationships with neighbours of the sites and to be responsible for the liaison with third parties who may be affected by operations.
  30. To act in a positive and supportive manner at all times, projecting a positive image of Ruskin Mill Trust.
  31. To support the team in promoting equality and diversity in the workplace and delivering services which are accessible and appropriate to the diverse needs of the RMT learners.
  32. To undertake work related continuing professional development as required by your post and identified as part of the annual review process.
  33. To comply with the Trust's Manual Handling Policy and Practice.

### **Trust wide responsibilities**

1. To provide a Trust wide consultancy service on biodynamics working with other Biodynamic Land Managers, providing advice and guidance to the local College Principal or other senior leaders on the creation and development of biodynamic strategies for the locality.
2. To focus on the development of biodynamics at the identified provisions, and also the creation of biodynamic microsites in an urban setting, focusing initially

in the Birmingham area, but with a view to the expanding the portfolio of biodynamic microsites to a wider area and ultimately nationally.

3. To undertake the Trust lead in a specific area of Biodynamics, e.g. seed production, following discussion and agreement with Aonghus Gordon.
4. To work with Aonghus Gordon with reference to the wider Trust strategy of biodynamic work across the Trust, this will include undertaking research in conjunction with the University of Coventry for 1 day per week on topics as agreed with Aonghus Gordon.
5. To have oversight and provide guidance on Biodynamic Trainee programmes delivered within the Trust.
6. To work with Aonghus Gordon and other senior leaders on the development of other Biodynamic trainings and qualifications suitable for use both within and external to the Trust.
7. To provide a consultancy service to the Ruskin Mill Land Trust as required by Aonghus Gordon.
8. To provide training to senior leaders and Trustees on biodynamics, including implementation, developments and new innovations.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To deliver training or development opportunities as required.
8. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
9. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
10. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Academy. To be committed to professional self-development, through

participation in-service training as necessary for the successful carrying out the role.

14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

To line manage trainees, learning assistants, tutors, volunteers and other designated staff as identified by the College Principal.

There is a need to coordinate biodynamic work in consultation with a variety of line managers within the colleges, and particularly the Senior Management Team.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Role Revision**

This Job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This role descriptor does not form part of the contract of employment.

Where the role holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable role redesign will be given full consideration.