

# Ruskin Mill Trust (the Trust)

<b>Position:</b>	<b>College Biodynamic Farm Manager</b>
<b>Field of Practice:</b>	<b>Genius Loci and Biodynamic Ecology (Field 1 and Field 3)</b>
<b>Post Reference No:</b>	<b>RMT</b>
<b>Grade:</b>	<b>8:9</b>
<b>Responsible to:</b>	<b>College Principal, Biodynamic Land Manager</b>
<b>Location:</b>	<b>Glasshouse College, Coleg Plas Dwbl</b>

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## Role Purpose

To manage the day-to-day running of Vale Head biodynamic farm and to organise appropriate work for students and staff, using biodynamic agricultural principles and methodology.

To embed and disseminate an understanding of biodynamic practice and culture into all areas of the College life.

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 attending 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 an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

For the better performance of their duties, the post holder will be required to live onsite in accommodation provided. The post holder will take part in a shared on-call rota to include some evening, early morning and weekend working.

## 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 manage the day-to-day running of the farm and to organise appropriate work for students and staff.

2. To teach students land based skills and livestock husbandry within the context of a working biodynamic farm for some of the working week.
3. To work with biodynamic (BD) principals and methodologies and integrate them into all aspects of the operation of the farm. Training will provided where required for this.
4. To be responsible for the health and welfare of all livestock on the farm, which includes breeding, rearing and finishing.
5. To be responsible for forage and fodder production for farm and educational use.
6. To be responsible for buying supplies, such as seeds, feed and consumables.
7. To maintain and monitor the quality of produce, whether livestock or arable.
8. To understand the implications of weather and make contingency plans, as appropriate.
9. To be responsible for the maintenance and repair of farm buildings, machinery and equipment.
10. To be actively involved in working with and providing training for BD trainees as part of the Trust's Biodynamic Training Programme "growing the land, growing people".
11. To ensure that the Trust's health and safety framework is followed during all activities undertaken as part of the farm operation which, includes:
  - Regular monitoring and review of potential hazards and risk assessments;
  - First aid procedure and equipment;
  - Fire precaution and equipment ;
  - Manual Handling assessments;
  - COSHH regulations and assessments.
12. To ensure that farm activities comply with government regulations and that all record keeping is complete and up-to-date, which includes:
  - Animal movement and licenses;
  - Veterinary records;
  - Notifiable diseases;
  - Births and deaths (including ear tagging).
13. To communicate and negotiate with outside agencies, as appropriate.
14. To participate as a member of the land group and meet regularly to liaise with other staff, and, to contribute to the strategic planning review (at least once per year) in respect of land development, production, product distribution, environmental issues etc.
15. To participate and contribute to a biodynamic study group.
16. Take an active involvement in capital development projects and in some cases be responsible for leading them.
16. To promote the activities of the farm through developing and participating in local events such as farmers' markets, Kinver Country Fayre and through open days, volunteer days etc.

17. To support the development of active, positive links with the wider community, which includes educational visits and farm walks etc.
18. To develop and maintain good working relationships with neighbours of the farm and to be responsible for the notifying of and liaising with third parties who may be affected by farm operations.
19. To be responsible for the organisation of adequate cover for the farm for any periods of absence and to hold the on-duty farm rota's.
20. To communicate progress, development and significant events through regular reports and meeting with the Principal.
21. To comply with the Trust's Manual Handling Policy and Practice.
22. Develop new social enterprises, educational and business opportunities for the Farm and activities based on the land.
23. To ensure the distribution of produce to college canteens and residential homes primarily, with a view to developing other outlets for selling surpluses.
25. To work collaboratively with the Land Manager at Sunfield School farm in nearby Clent, a linked holding with Vale Head. This may include running livestock between the two farms and sharing forage production.
26. To liaise with specified senior land-based colleagues on a regular basis to support productivity and pedagogical development of the holding.

### 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 comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust Limited - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. 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.

12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. 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**

The Farm Manager has direct line management responsibility for Biodynamic Trainees and the farm team for agricultural duties and other people assigned by the line manager but may be required to line manage or supervise other designated staff from time to time.

### **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 role descriptor should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the role 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 job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification / Training and Development Requirements

Position: **College Biodynamic Farm Manager**

The following are the criteria that will be used for Shortlisting

Competency	Essential	Desirable
<b>Attainments and Qualifications</b>	<ul style="list-style-type: none"> <li>• Biodynamic or organic agriculture training or equivalent experience</li> <li>• Experience at a management or supervisory level.</li> <li>• LANTRA or equivalent awards in using agricultural machinery (tractors, implements etc) or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Qualified Teacher Status</li> </ul>
<b>Skills and Understanding</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills and a proven ability to relate well to people.</li> <li>• Skilled in people management.</li> <li>• Proven ability to work in farm based environment in a wide range of agricultural labour intensive tasks.</li> <li>• A working knowledge of Health and Safety.</li> <li>• A proven ability to plan, prioritise and organise own work effectively in a busy, changeable environment</li> <li>• Practical property maintenance and land management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of budget management.</li> <li>• An understanding of child development and the context of an agricultural environment in supporting this.</li> </ul>
<b>Prior Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children, young people or adults in a farm based environment.</li> <li>• Animal husbandry, pasture management, estate maintenance and winter forage production experience on a working farm or smallholding.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in a farm based environment</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Professional, positive, empathic and enthusiastic with an appropriate sense of humour.</li> <li>• A willingness to train further in biodynamic agriculture, nutrition and the pedagogical value of craft work.</li> <li>• Computer literate in Microsoft office applications.</li> <li>• Good organisational skills with the capacity to plan and set strategic targets for the project.</li> <li>• A willingness to align with the aims and objectives, visions and methods of Ruskin Mill Trust</li> <li>• Genuine interest and enthusiasm for biodynamic agriculture</li> <li>• Willingness to share, train and teach others in a practical agricultural environment.</li> </ul>	

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Practical Skills Therapeutic Education	2 weeks	2 weeks but may be extended if required
	Biodynamic Training	2 years	2 years
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities	Over next 12 months	As agreed with line manager
	Biodynamic Production Induction	Within first 6 weeks of starting	1 week at High Riggs market garden