

Ruskin Mill Trust (the Trust)

Position:	Biodynamic Farm Manager
Field of Practice:	Genius Loci and Biodynamic Ecology (Field 1 and Field 3)
Post Reference No:	RMT10184
Grade:	10:11
Responsible to:	College Principal
Location:	Ruskin Mill College

Role Purpose

The purpose of this role is to support the ongoing development of the biodynamic farm with local College Principal. To manage the day-to-day running of the farm, including managing of the land and care of animals, production of biodynamic produce for retail and wholesale trading activities and to organise appropriate work for students and staff, using biodynamic agriculture principles and methodology.

To embed and disseminate an understanding of biodynamic practice and culture into all areas of the College through staff training workshops, Practical Skills in Therapeutic Education (PSTE) and leadership in this area.

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.

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

Farm Management

1. To manage the day-to-day running of the farm, the aesthetics of the site and to organise appropriate work for students and staff.
2. To work with the Founder of the Trust, College Principal and Trust Biodynamic Land Managers and contribute to the strategic planning of farm, land development, capital development projects, site aesthetics, production, product distribution, environmental/ecological issues and education carried out at the site.
3. To undertake research and development in the field of Biodynamics and the Ruskin Mill Trust Method to enhance your own development and understanding of how biodynamics works within a Ruskin Mill Trust context, The field of research and support will be agreed with you on an individual basis by the Founder of the Trust.
4. To work with biodynamic (BD) principles and methodologies and integrate them into all aspects of the operation of the farm.
5. To ensure that the farm organism ecology is able to support other educational activities.
6. To be responsible for the health and welfare of all stock on the farm, which includes livestock breeding, rearing and finishing and be responsible for the production of produce, forage and fodder for farm and educational use.
7. 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, Trust kitchens and farm shops.
8. To be responsible for the organisation of adequate cover for the farm for any periods of absence.
9. To be responsible for the contingency planning for the implications of weather and the impact it has on land, livestock and equipment.
10. To manage the land lease arrangement on behalf of Ruskin Mill with Ruskin Mill Land Trust
11. To be responsible for the maintenance and repair of farm buildings, machinery and equipment and for the procurement of seeds, resources and equipment for the farm, biodynamic land and sites.
12. To be responsible for land management across the sites in accordance with current Demeter Standards.
13. 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.

14. To communicate and negotiate with outside agencies, as appropriate and 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).
15. 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
16. To hold termly meetings with catering, land and horticultural teams to ensure that produce is used within the kitchens.

Teaching and Learning

17. To provide line management responsibility for Land Tutors and associated Learning Assistants, including managing their development, performance and provide appropriate supervision.
18. To support and engage with students who access their education through biodynamic land tutors and tutor assistants
19. To tutor students as part of their educational programme when required. (This will likely be 4 mornings per week).
20. To be actively involved in working with and providing training for BD trainees as part of the Trust's Biodynamic Training Programme.
21. 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 in respect of land development, production, product distribution, environmental issues etc.

Community

22. To be responsible for the development and management of commercial activities such as Gables Farm Shop. This involves the day to day management and the development of retail offer which promotes all the social enterprises across the Trust.
23. To promote the activities of the farm through participation in local events such as farmers' markets and through open days, volunteer days etc.
24. To support the development of active, positive links with the wider community, which includes educational visits and farm walks etc.
25. 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.
26. To communicate progress and significant events through regular reports and meeting with the Principal.
27. Develop new social, educational and business opportunities for the Farm and activities based on the land.
28. To comply with the Trust's Manual Handling Policy and Practice.

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 Biodynamic Farm Manager has direct line management responsibility for Land Tutors and Learning Assistants

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

Position: Biodynamic Farm Manager

The following are the criteria that will be used for Shortlisting

The qualifications, skills and experiences that we are looking for are:

Qualification, Skills and Experience	Essential/Desirable
Qualification or working towards a recognised qualification in Biodynamics. (Training will be provided if possy holder does not hold this qualification)	Desirable
Teaching Qualification L4 or above (or willingness to work towards)	Desirable
Experience of working in farm/land based role with responsibility for livestock.	Essential
Experience of working in a similar physically demanding and outdoor role	Desirable
Experience of working with vulnerable adults and children	Desirable
Excellent verbal communications skills with the ability to engage and communicate with a variety of people from different backgrounds	Essential
Proven ability to quickly familiarise with new land based machinery, implements and tools and prolong their life through correct usage and storage	Essential
Ability to demonstrate openness and an eagerness to complete projects and develop the provision in line with the Trust's vision and values	Essential
Commitment to promoting the safeguarding and welfare of all residents and service users	Essential
Willingness to work flexibly with the team, service users and other roles across the Trust to ensure that projects and tasks are completed to a high standard and within deadlines	Essential
Ability to manage and interact with others in a participative manner in relation to staff and students	Essential
A valid and clean driving licence	Essential

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