

Catherine Grace Trust (the Trust)

Position:	Biodynamic Land Manager - Catherine Grace Trust
Post Reference No:	CGT000
Field of Practice:	Biodynamic Ecology (Field 3)
Grade:	10:11:12:13 dependent on qualifications and experience
Responsible to:	Executive Principal and Trustees of Ruskin Mill land Trust (with dotted line to Founder of RMT)
Location:	Grace Garden School

Role Purpose

The purpose of this role is to support the ongoing development of the site in consultation with Ruskin Mill Land Trust and Executive Principal, with reference to the wider strategy of biodynamic work across the Trust.

To develop, manage and oversee the Biodynamic vision, operation and management whilst supporting senior leaders with the further development of the curriculum using Biodynamic principles and methodology.

To embed and disseminate an understanding of biodynamic practice and culture through staff training and workshops, in particular on the Step-by-Step and Growing Land Growing People courses.

To lead and manage the growing and production of biodynamic produce to support the food and nutrition policy and seed to table curriculum by providing produce for the school, homes and social enterprise.

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 school and Rise provision.

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

You will be required to carry out your duties at all Catherine Grace Trust premises, some of which are located a distance from the main 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

1. To work with biodynamic (BD) principals and methodologies and integrate them into all aspects of strategic planning and operation of the biodynamic land, production, product distribution and environmental issues etc.
2. To work towards ensuring Demeter Certification within the next 3 years and then ensure an annual successful quality assurance of Demeter Certification and ensure that inspection reports are shared with the Directors and Ruskin Mill Land Trust.
3. To manage the day-to-day running of the farm and garden and to organise appropriate work for students, Rise participants, staff and volunteers.
 - To understand the implications of weather and make contingency plans, as appropriate.
 - To be responsible for the maintenance and repair of land-based machinery and equipment with authorisation of the Executive Principal.
 - To be responsible for appropriate training of land-based machinery including health and safety.
4. To work with the Human Resources department to ensure that all volunteers and trainees are recruited in line with Trust policy and good practice.
5. To provide and manage the induction for all land staff, trainees, volunteers on mandatory trainings including, health and safety, Safeguarding etc.
6. To maintain and monitor the quality of produce, setting production targets and ensuring that support is provide to the shop with regards to production of produce, displays, care of produce and provide input into the pricing of produce.
7. To support the Executive Principal in the development of new social, educational and business opportunities for Catherine Grace Trust.
8. To encourage regionalisation of course delivery by supporting initiatives to study, train and develop succession.
9. To support the Executive Principal to ensure that the Trust's health and safety framework is followed during all activities undertaken as part of the farm/land 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.
10. To ensure that the 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).
11. To ensure the health and welfare of all stock on the farm, which includes livestock breeding, rearing and finishing.

12. To communicate and negotiate with outside agencies, as appropriate.
13. To support the development of positive community relationships and to promote the activities of the site through participation in local events such as farmers' markets and through open days, volunteer days etc.
14. To develop and maintain good working relationships with neighbours of the land and to be responsible for the notifying of and liaising with third parties who may be affected by site operations.
15. To communicate progress and significant events and external quality assurance results through regular reports to the Executive Principal, Director of Schools and Ruskin Mill Land Trust Trustees.
16. Under the guidance of the Director of Schools to contribute to the education of young people accessing the provision. This is to include the development of the curriculum, celebration of festivals and contribution towards qualifications and social enterprise.
17. 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
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 attend meetings and supervision as required.
11. To deliver training or development opportunities as required.
12. 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.
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 Land Manager has direct line management responsibility for the employed staff on the land and but may be required to line manage other designated staff from time to time. The Biodynamic Land Manager is to act as mentor and coordinate the work of the Biodynamic Trainees and volunteers.

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: Biodynamic Land Manager

The following are the criteria that will be used for Shortlisting

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

- Experience of caring for and managing a small holding level is essential.
- Ideally trained and recognised as a Biodynamic practitioner.
- Teaching qualification is desirable.
- Experience of working with young people with special educational needs and/or challenging behaviour.
- Experience of land management and growing crops for sale.
- Experience of leading and managing change to deliver improved performance.
- Experience of successful performance management.
- Experience of having led, or significantly contributed to the success of a department or organisation through its leadership, ethos and results.
- Experience of working within a complex organisation
- Knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris
- Adaptable and shows initiative
- High level of personal resilience
- High level of emotional and social intelligence