

JOB DESCRIPTION

JOB TITLE	Project Officer - Farm and Grounds
SALARY	£19,240 per annum, pro rata (£10.00 per hour)
REPORTS TO	Programme Lead Farm and Land Services
LOCATION	Jarrow Hall Farm
HOURS	Part Time 22 Hours per Week split across 3 full days out of 7.
TERMS & CONDITIONS	Standard terms and conditions.

JOB SUMMARY

Groundwork South and North Tyneside has been changing places and changing lives in Tyneside for over 30 years.

We are a busy, diverse charity with an excellent track record in partnerships and the delivery of quality projects including Jarrow Hall Anglo-Saxon Farm, Village and Bede Museum; a world-unique visitor attraction and cultural heritage site. We are looking for a motivated, dedicated and flexible individual to work alongside us on our Anglo-Saxon Farm.

Jarrow Hall farm is at the heart of a number of projects and programmes delivered by Groundwork South and North Tyneside. The groups that use the Jarrow Hall farm site are diverse and include volunteer groups, school children, families, children and adults with special educational needs and disabilities, and our regular paying visitors to the site. The farm and grounds of the site must be maintained to a high standard to ensure the safety of the site. Animal Welfare is a top priority.

Farm and Grounds staff are responsible for the daily duties and activities across the farm and grounds, ensuring that the wellbeing and welfare of all animals are maintained. We encourage all visitors to the site to engage with the animals in a safe manner and we strive to ensure that these opportunities are accessible as possible.

The post holder will be expected to mentor and support a small team of staff, volunteers and apprentices.

The successful candidate will be committed to high standards of animal welfare and supporting the diverse groups that use Jarrow Hall Farm to engage with the animals and the activities across the site.

The ability to work well with a variety of animal species is essential and a qualification with an animal background is desirable but not essential. Candidates without formal qualifications will be considered and personal or professional experience will be valued, however further in-post qualifications and training may be required.

KEY TASKS

Your role will encompass 4 key areas:

1.Support and promote the highest standards of welfare and care of all animals

- Ensure access to fresh water and diet to maintain full health of all animals.
- Ensure an appropriate environment including shelter and a comfortable resting place.
- Reporting signs of illness, disease or signs of discomfort and contacting relevant support when required.
- Arrange and support with regular health checks of all animals on the farm.
- Promote normal behaviour of all animals.

2. Maintenance of animal shelters, grounds and living environments

- Ensure safe, clean and hygienic shelter for all animals who live on the farm.
- Ensure that routine maintenance to animal shelters and fencing is carried out to ensure the safety of staff, volunteers, users, visitors and all animals on site.
- Carry out routine site and grounds maintenance across our 11 acre farm and grounds.

3. Delivery of activities across site and public engagement with animals.

- Provide a friendly, approachable face at events.
- Planning and preparation of resources for educational events and activities.
- Planning, preparation and delivery of a variety of visitor-facing events and activities.

4. Visitor Experience

- Competently deliver animal interaction sessions with visiting members of the public.
- Conduct informative talks about our animals and their welfare with groups of visitors.
- Ensure the highest standards of visitor experience and cleanliness are maintained throughout all spaces.

- Plan, develop and deliver income generating activities across the farm and grounds to support the visitor offer of the site.

5. Mentoring of staff, volunteers and apprentices

- Support small team of staff, volunteers and apprentices to ensure highest standards of animal welfare and visitor experience.
- Share skills and best practice.

HEALTH & SAFETY

- All employees have a responsibility of care for their own and others' health and safety.
- To oversee the H&S of activities in-line with Groundwork's Health & Safety Policies and Procedures
- To liaise with the Programme Lead, the Trust's H&S Lead, and External Consultant on H&S matters relating to sites, activities and operating procedures

SAFEGUARDING

- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances

ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- To be aware of, and fully comply with all areas of Information Security in particular the GDPR (General Data Protection Regulations) 2018

PREPARED BY:	Alex Burnett
DATE:	24.6.22