

Capel Manor College

Farm Manager

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

Post	Farm Manager
Scale	Business and Learning Support
Grade	PO1
Responsible to	Head of Arboriculture, Agriculture & Environmental Conservation
Location	Forty Hall Farm, Enfield
Contract	Permanent, full time

JOB DESCRIPTION

Purpose of the role

The Farm Manager is responsible for the strategic and operational management of Forty Hall Farm, ensuring the effective delivery of its educational, commercial, environmental, and community objectives.

The postholder will lead all aspects of farm operations, including livestock, market garden production, farm shop supply chains, land management, compliance, staffing, and budgets. They will ensure the highest standards of animal welfare, health and safety, environmental stewardship and visitor experience whilst supporting the Farm's role as a flagship educational and community asset.

Working closely with the Head of AAEC, the Farm Manager will drive the development of sustainable farm enterprises, maximise commercial opportunities, and create an outstanding practical learning environment for students.

Key responsibilities

Livestock management

1. Oversee and participate in the daily care of livestock, including feeding, bedding, health checks and routine health checks and treatments, e.g. worming and injecting. Act in cases of injury, disease, or distress.
2. Ensure the highest standards of animal welfare and compliance with relevant legislation and industry codes of practice.
3. Liaise with vets and other external professionals regarding the health of livestock and pasture management and attend and prepare for all inspections.
4. Plan, and assist with all seasonal livestock activities, such as breeding, lambing, calving, and hay production.
5. Be responsible for producing the hay crops, ensuring seasonal maintenance and field rotation and the movement of grazing stock.
6. Be responsible for moving and transporting animal stock between campuses, grazing zones off site, markets, vets and from abattoir to butchers, as required.
7. Maintain all animal feeding, movement and tagging records to ensure compliance with organic and Soil Association standards.
8. Be responsible for the Farm budgets, process all feed, bedding and equipment invoices as required, and ensure that the annual budget is managed responsibly and in accordance with the College's financial regulations.
9. Maintain the farm to ensure it is productive, safe, secure, and educationally relevant. Complete and review all H&S risk assessments, standard operating procedures and report any hazards or incidents promptly and work with the H&S manager to resolve the situation.

Market garden management

10. Overall management of the commercial organic market garden on the Farm, including the development of crop plans for the market garden and the planning, production, storage, distribution and sale of fruit, vegetables, flowers and plants grown on site.
11. Coordinate sales of all produce, with the goal of generating enough income to cover operational costs.
12. Liaise with colleagues to ensure a regular supply of market garden produce for the EVC Veg Bag Scheme and the farm shop.
13. Be responsible for the market garden budget, processing all invoices as required and ensuring that the annual budget is managed responsibly and in accordance with the College's financial regulations.
14. Maintain the market garden to ensure it is productive, safe, secure, and educationally relevant. Complete and review all H&S risk assessments, standard operating procedures and report any hazards or incidents promptly and work with the H&S manager to resolve the situation.

Team leadership

15. Lead, supervise and support a small team of staff, allocating daily tasks and monitoring work quality and productivity.
16. Ensure operational and seasonal priorities are understood and met through the use of volunteers, students, and casuals.
17. Hold regular 1-2-1 meetings to manage individual attendance, performance and development, undertaking formal meetings and reviews as required.
18. Hold regular team meetings and ensure operational issues, concerns, and upcoming events and projects are communicated and discussed.

Operational management

19. Ensure all areas of Forty Hall Farm are clean and well maintained, carrying out or supervising maintenance tasks including fencing and machinery checks.
20. Ensure water and waste regulations and legislation are met, and any waste is minimised and removed from the Farm, as appropriate. Ensure full use is made of all resources, recycling wherever possible.
21. Complete risk assessments and report any hazards or incidents promptly.

Educational support

22. Work with teaching staff to create an educational and engaging farm environment for students, visitors and volunteers.
23. Undertake practical and engaging instruction sessions with students, demonstrating best practices in livestock management, horticulture and farm maintenance.
24. Provide feedback on student engagement and performance following instruction sessions.
25. Assist in the delivery of other public and community projects on the Farm, as required, including conservation projects and the showcasing of livestock at country shows or educational events.

General responsibilities

1. Promote and adhere to all College policies, particularly those which refer to health and safety, equality of opportunity and safeguarding young people and vulnerable adults.
2. Participate in staffing rotas to provide occasional weekend and evening cover for the purpose of maintaining security and stock welfare.
3. Participate in College programmes of staff appraisal and continuing professional development.
4. Maintain effective and positive working relationships internally and with external partners.
5. Always operate in line with the College's values and behaviours.
6. Undertake any other reasonable duties, as requested, to contribute to the team effort of maintaining the Farm as a thriving enterprise and a high-quality learning environment for our students.

PERSON SPECIFICATION

Qualifications

- A Level 3 Agriculture qualification, or equivalent experience.
- A Level 2 qualification in English and Maths, or a willingness to achieve within a specified period.
- A clean, UK driving licence.
- Competence to drive agricultural machinery and use specialist tools and equipment, or the willingness to undertake training if required.

Experience

- Practical experience of managing the complete lifecycle of a range of farm animals, ensuring their health and welfare are in line with relevant welfare standards and legislation. (Essential)
- Specialist experience in one or more aspects of farming e.g. rare breeds, organic farming, regenerative farming etc. (Essential)
- Experience of working with a diverse customer base including students, volunteers, community groups, schools, members of the public, professional bodies etc. (Essential)
- Experience of teaching farming techniques to students and volunteers.
- Experience of using agricultural machinery, including tractors and tractor mounted machinery.
- Experience in managing the commercial sales and marketing of produce.
- Experience of leading a team

Skills, Abilities and Knowledge

- Demonstrable knowledge of organic / regenerative farming.
- Ability to develop and maintain positive working relationships with a wide range of people at all levels.
- Effective personal organisation skills, with an emphasis on detail and accuracy.
- Confident and capable to work on own initiative and as part of a team.
- Good understanding of sustainable agricultural practices and how these technologies may be applied in the market garden.
- Commitment to environmental sustainability.

Other Factors

- Understanding of and commitment to safeguarding young people and vulnerable adults.
- Ability and determination to promote equality, diversity and inclusion throughout all aspects of college life and in all interactions with colleagues, students and volunteers.
- Emotional resilience.
- Willingness to be out in the open, in all weather conditions, for a significant part of the working day.
- A clean, UK driving licence, with the willingness to undertake additional machinery training, as required.
- The role involves standing, heavy lifting (up to 25kg), bending and repetitive movements and using tools and horticultural machinery.

Working Pattern

Forty Hall Farm operates year-round and requires staffing seven days a week. Staff will work on a rota system, which may include weekends, evenings, bank holidays and on-call duties. Working patterns will vary according to operational and livestock requirements and will not typically follow a standard Monday to Friday schedule. Flexibility is essential to meet the needs of the Farm.