

Job Description

Job Description:	Farm Manager (Equine Admission and Rehabilitation)	Grade F14	EW5
Reporting to:	Head of Equine Care and Training		
Department:	Internal Welfare		
Responsible For:	Team leaders and Welfare Assistants within the area of specialism		
Liaise with:	<ul style="list-style-type: none"> • Head of Equine Care and Training, • Veterinary team, • Management teams of other Directorates and Equine Welfare Departments • Engagement Team • Team Leaders and Welfare Assistants • External contractors and suppliers 		
<p>Main Purpose:</p> <p>Working both independently and as a Farm Management team providing oversight, leadership and management to develop high performing teams which safely care for equines to the highest possible standards of welfare in support of the core objectives of the charity.</p> <p>This role will have a focus of responsibility on admission and early rehabilitation of equines. The post holder will need to liaise directly with managers from other departments in order to ensure that the farm operates within agreed parameters and the visitor experience is optimised.</p> <p>Support the smooth running of the farm by managing the logistics relating to the care of equines at the Bransby and Barlings sites, and support the Farm Office to work with high standards of consistency and quality to support the farm operation.</p>			
<p>Summary of Main Duties:</p> <p>Farm Management and Logistics</p> <ul style="list-style-type: none"> • Proactively manage and be responsible for the admission and early rehabilitation provision of the farm and support the smooth progression of equines within the yards. • Be responsible for the management of the Animal Reception Centre and Peter Hunt Yard team, overseeing all operations of the yard such as adherence to grazing plans and resourcing. • Work closely with the Farm Management Team to ensure the day to day smooth running of the farm, ensuring there are adequate staff on the rota to properly care for equines on site, ensuring liaison between Barlings and Bransby sites where needed. • Ensure that the Bransby Horses policies and procedures are developed, communicated and adhered to by the farm teams. • Ensure the TLs and teams have the resources required to carry out proper care of equines, ensure good communication is upheld between the Barlings and Bransby sites to maximise support from departments across the organisation. • Work closely with the Head of Equine Care and Training to agree the parameters (and create procedures where appropriate) for the management / husbandry / training / handling of all equines on the farm to create a consistent approach and ensure that this is delivered by the teams. • Develop communication streams into and from the yard teams, and using this information from the teams and that from liaison with external organisations, build a culture of information sharing and working toward best practice within Bransby Horses. 			

- Work closely with the Facilities and Estates Teams to ensure that facilities are maintained and pasture management schedules are adhered to, sharing concerns and potential solutions where appropriate to optimise the useful function of the Bransby land and facilities.
- Work with the other Farm Managers to identify and ensure the timely recruitment and induction of Equine Welfare Assistants, Deputies and Team Leaders across all yards to ensure that teams are optimally resourced.
- Identify difficulties or issues with regard to office management or equine care and health and discuss these with the Head of Equine Care and Training in a timely manner, resolving issues or recommending solutions based on own expertise.
- Support the Income Generation activities by providing information and optimising visitor experience as agreed with the Head of Equine Care and Training.
- Be mindful of and support the rehoming process in conjunction with the Rehoming Team, encouraging a good level of communication between farm teams and the Rehoming Team and others involved.
- Be mindful of and support the Sanctuary Care provision on the farm and smooth progression of equines within the yards
- Provide accurate and timely monthly reports as requested detailing key stats relating to equine management and health.
- Be responsible for the production of weekly and monthly Farm rotas and Suppers team rotas and for identifying cover for staff absence.
- Work closely with the Veterinary team and Farm Coordinators to ensure that the proper veterinary, farrier and dental care can be provided to equines.
- Work with the External Welfare Team to provide support as requested for welfare work, including personnel and vehicles.
- As agreed, oversee the purchasing and stock control of all stocks, supplies and servicing to ensure that feed, forage, medication, equipment and services is available at all times to support the welfare of the equines.

Financial Management

- Contribute to financial planning and be responsible for allocated department budgets, ensuring that the procurement of goods and services for the departments is in line with the charity's policies and represents best value for money.
- In consultation with the Head of Equine Care and Training, prepare specifications and tender documentation for agreed contract work and capital projects and ensure that work is carried out and delivered to the required standards and budgets.

Control and management of equine records

- Support the Farm Co-ordinator team to deliver an excellent level of record keeping and administration using the database fully and correctly, with regard to the care of all equines on site; such that statistics and KPIs can be relevant and informative and the information can be used to monitor trends and pro-actively used to improve future standards of health and welfare.
- Support the Farm Co-ordinator team to take responsibility for auditing and investigating health and welfare trends across the Farm and for collating relevant reports.

People Management

- Be responsible for the line management of teams within area of specialism; delegate appropriately to the Team Leaders and ensure that direct reports are fully aware of and able to deliver their job responsibilities.
- Work to identify and as agreed, put in place the necessary training to develop high performing teams where the values of the charity are embedded in to daily performance.
- Where relevant, set KPIs for direct reports which will enable the team to reach its key targets and objectives.

- Ensure good communication through all levels of your team, ensure regular meetings occur as required, and disseminating relevant information to staff through a range of communication methods
- Work with other managers and the farm teams to develop skilled volunteers as required.

Visitor Experience

- Ensure that yards are managed in such a way to ensure that equine welfare is the paramount consideration while offering a good visitor experience.

Health & Safety

- To read, understand and observe the requirements of Health and Safety Policy and Procedures at all times.
- Be accountable for the Health and Safety of all members of your teams, ensure Health and safety procedures, policies and measures are adhered to by all staff at all times.
- Assist with the production and review of risk assessments relevant to the Farm.
- Ensure procedures are followed for all COSHH products in line with the health and safety policy.

Oversight of professional service provision

- Ensure good communication and working relationships with all service suppliers, providing a point of contact where appropriate for these.
- Oversee the delivery of para-professional and equine support services, ensuring that any equine care contractors are aware of and follow the relevant Bransby Horses procedures.
- Facilitate discussion with professional service providers when necessary to clarify requirements, resolve professional differences and ensure good working relationships between all farm team and equine care contractors.

Other

- To promote Bransby Horses and its work to all visitors and members of the public and ensure an efficient service in line with the Bransby Behaviours.
- Deal with confidential and sensitive information appropriately following Data Protection and GDPR procedures at all times.
- Develop relationships with other departments as required and work together for the benefit of the charity.
- To ensure that any advice or guidance provided is in line with the Bransby Horses professional advice and guidelines.
- Complete all accessible training and CPD relevant to your role.
- It may be necessary to undertake other duties or work in other departments to fulfil the objectives of the charity or during busy periods.
- Participate in the Equine Point of Contact rota
- Carry out any other duties that may reasonably be required of the role and participate in any required training.

This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity.

Person Specification

Qualifications, Experience	<ul style="list-style-type: none"> • A good level of general education is required for this post • Substantial experience of working in an equine environment • Proven experience of managing and leading a team • Proven ability to manage and develop people • Previous administrative experience • Excellent written and verbal communication skills • Previous experience of working within the equine welfare sector is essential • An equine related degree is desirable • Experience of working with and training fearful and unhandled horses • Extensive knowledge of horse welfare and management of a variety of husbandry systems is desirable • Experience of managing large herds is desirable • Experience of managing and prioritising complex equine welfare challenges is desirable
Knowledge, Skills & Competencies	<ul style="list-style-type: none"> • Comprehensive knowledge of equine conditions and ailments • An up to date knowledge of equine welfare practices and policies is desirable • Good knowledge and ability to use main Microsoft Office packages, including the ability to create and use spreadsheets, email and the internet • Strong organisational skills including attention to detail and multi-tasking skills • Exceptional problem solving skills • Be able to work in a busy environment and under pressure. • Have the ability to maintain high standards and demonstrate accuracy and the ability to be thorough in your work
Personal Attributes	<ul style="list-style-type: none"> • Dynamic, with high level of motivation and initiative, with the ability to recognise opportunities for best practice and ensure highest levels of animal welfare • Have good influencing skills and proven ability to build effective working relationships • The ability to learn quickly and adapt to various situations • An effective manager with an established and confident management style) • Good communicator, including both verbal and written. The ability to communicate confidently at all levels of authority within the organisation • The ability to work on own initiative • Tactful, honest and trustworthy
Other	<ul style="list-style-type: none"> • Ability to travel across site and to sites within UK. • Possess the ability to promote a professional image of the charity at all times, both in and out of work. • Flexibility and willingness to work out of contracted hours on occasions. Due to the nature of our work some bank holiday, evening and weekend working may be required. • Caring for large animals is a very physical activity and the role involves bending, lifting and performance of other labour intensive tasks. The person carrying out this role must therefore be physically fit and able to maintain a suitable level of fitness to enable them to perform their job effectively.