

Job Description

Job Title:	Estates Assistant
Department:	Estates
Reporting to:	Estates Supervisor/ Estates Operations Managers
Responsible for:	N/A
Grade:	Bronze 8b Silver 7b Gold 6b
Context and Scope:	
<p>Bransby Horses was founded in 1968 by Peter Hunt, who’s lifelong passion for horse welfare continues as the charity works flexibly to meet the growing demands on horse welfare charities. Working together our shared mission is to create positive impacts on the lives of horses, ponies, donkeys and mules.</p> <p>The charity supports approx. 350 equines across two sites. There are 7 equine care teams and 2 estates teams delivering either directly or indirectly upon excellent levels of equine care, rehabilitation, preparation for rehoming and land care across the organisation. In total our land extends to 1400 acres across both sites. The Bransby site covers 600+ acres, including woodland areas, grassland, equine housing, farm buildings and visitor areas.</p>	
Main Purpose:	
<p>To contribute towards the high quality care of all equines through the provision and timely delivery of grassland care, grounds maintenance, fence and hedgerow care and general land management. To contribute towards the continual development and improvement of the land and its environmental management.</p>	
Summary of Main Duties:	
Equine Care	
<ul style="list-style-type: none"> • Carry out the delivery of forage to equines through accurate and timely delivery of bales as required. Keep accurate records of bales delivered. • Keep accurate records of any deliveries of hay and straw from suppliers when unloading deliveries. Carry out regular temperature and moisture checking of stored hay bales. • Clear manure and bedding from barns, pads and shelters as required, ensuring all areas are left clean and tidy 	

Bransby Behaviours

A framework of key behaviours that enable us to achieve continued success for the charity in delivering equine welfare.



- Top up or bed down barns, pads and shelters as required.

Grassland Care

- Be responsible for carrying out the field sweeping rota as directed to ensure good standards of pasture cleanliness and to support good worm burden management and general equine health. Keep accurate records of all field sweeping you have completed.
- Support with the execution of the field treatment plan as directed to ensure the ongoing care and improvement of the grassland. This includes tasks such as harrowing, rolling weed spraying and overseeding.
- Be aware of and strictly adhere to all cross compliance rules applicable to the task at hand as advised by manager.
- As requested, carry out general grass cutting and maintenance of grass areas.

Equipment Use and Maintenance

- Be able to competently use a variety of farm vehicles and equipment, be fully aware of their safe and correct use, be responsible for checking all vehicles/equipment and ensuring they are set up safely and correctly before use.
- Ensure any equipment used is done so in appropriate conditions for the best effect of the task being carried out, be aware of ground conditions and other risk factors whilst working in order to ensure safe working conditions are upheld at all times.

General and Grounds Maintenance

- Carry out general grounds maintenance as requested and set out in the grounds maintenance schedule
- Assist with roadway and yard sweeping as requested.
- Ensure fields remain safe and secure for all equines through repair and maintenance of fences, gates and water troughs. Carry out ground preparation and repair where necessary.
- Assist with regular checking of trees, hedgerows and conservation areas and their maintenance
- To ensure that workshops, vehicle and machinery stores are maintained in a clean, safe and tidy condition

Health and Safety

- Observe and be accountable for your own health and safety as well as others on site as per our Health and Safety Policy and Procedures.
- Ensure all accidents are reported to the Estates Supervisor or Estates Operations Manager immediately and are recorded in the charity's accident book.
- Ensure the correct PPE is worn in line with policies at all times.
- Ensure COSHH procedures are followed for all COSHH products and that all waste is disposed of safely in line with Charity procedures.
- Maintain a clean and safe working area, be responsible for inspecting all equipment you are using before use and raising any concerns to your line manager. Ensure you are working in line with all procedures and risk assessments. Inform your line manager of any activities where a risk assessment has not been completed immediately.

Compliance to Policy & Procedure

- Observe and be accountable for your own health and safety as well as others on site as per our Health and Safety Policy and Procedures.

- 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.
- To keep confidential data secure and only process data as per the GDPR regulations and as per our Data Protection Policy.
- Develop relationships with other departments as required and work together for the benefit of the charity.
- 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.

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 to fulfil the objectives of the charity.

Person Specification

Education & Qualifications:	<ul style="list-style-type: none"> • A good standard of education • A relevant agricultural driving certificate is ideal • Teleporter license is ideal • Other land based qualifications, including chainsaw certificate PA1, PA2 and PA6 is desirable
Experience & Knowledge:	<ul style="list-style-type: none"> • Experience of agriculture and farm work • Previous tractor and machinery driving • Experience of routine grounds maintenance including fencing. Strimming and grass cutting • An up to date knowledge of grassland husbandry • An good understanding of health and safety considerations is desirable • Tractor and machinery maintenance/repair is desirable
Skills & Competencies:	<ul style="list-style-type: none"> • The necessary skills to enable manual tasks to be carried out efficiently and effectively • Be effective in both verbal and written communications and have the ability to communicate confidently at all levels of authority within the organisation • Good organisation, problem solving and multi-tasking skills • Have good attention to detail and be meticulous in all tasks
Personal Attributes:	<ul style="list-style-type: none"> • Positive, professional and enthusiastic • Responsive and resilient • Able to work effectively on your own as a part of a team • Willingness to learn; quickly, to develop skills and to adapt to various situations • Commitment to the charity's purpose • Able to promote a professional image of the charity at all times
Other:	<ul style="list-style-type: none"> • Willingness to travel across site and to sites within UK • Flexibility 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 • This role involves physical activity and/or bending and lifting. The person carrying out this role must therefore be physically fit to enable them to perform their job effectively