

Job Description

Job Title:	Estates Supervisor
Department:	Estates
Reporting to:	Estates Operations Manager – Bransby
Responsible for:	Estates Assistants
Grade:	5a
<p>Context and Scope:</p> <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. 250 equines across two sites. There are 5 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>	
<p>Main Purpose:</p> <p>Be responsible for the supervision of a skilled team who work seamlessly together to provide an efficient and effective service. To oversee the work of the Estates Team and ensure that it is completed safely and to a high standard.</p> <p>As agreed with the Estates Operations Manager, work in partnership with equine teams and Team Leaders to deliver upon key areas of land care & equine support, which meets the needs of our equines and maximizes the Internal Welfare department's ability to care for and rehabilitate equines to the best of their ability.</p> <p>To contribute towards the continual development and improvement of the land and its environmental management.</p>	

Bransby Behaviours

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



Summary of Main Duties:

Land & Equine Care Support:

- Work with the Estates Operations Manager to translate the Annual Work Plan into a monthly/weekly plan and oversee the day to day work of the team.
- Proactively liaise and communicate with equine teams to share and discuss logistics for any relevant current and upcoming estates works
- Oversee the completion of routine estates maintenance tasks such as manure management, forage delivery and routine estates infrastructure maintenance. Ensure these tasks are carried out efficiently and effectively.
- To assist the Estates Operations Manager with the recording of all relevant estates data and KPI's.
- Be responsible for ensuring the weekly field sweeping is carried out to a high standard and as defined in the rota. Proactively report back to the Estates Operations Manager on delivery of the rota including completion to target and any issues.
- Be responsible for the execution of the field treatment plan as directed by the Estates Operations Manager to ensure the ongoing care and improvement of the grassland.
- Ensure that staff strictly adhere to all cross compliance rules applicable to the task at hand in line with procedures.
- To work closely with the Facilities team to ensure all grounds maintenance is carried out as set out in the Shared Expectations document where applicable.
- Ensure reported fencing, water trough and other estates infrastructure issues are dealt with quickly and effectively to ensure fields remain safe, suitable and secure for all equines.
- To ensure that workshops, vehicle and machinery stores are maintained in a legal, clean, safe and tidy condition and waste is disposed of appropriately in line with procedures.

Equipment Use and Maintenance

- Be fully aware of the legally compliant, safe, correct and most effective use of all farm vehicles and equipment. Be able to competently use the majority of farm vehicles and equipment.
- To ensure all 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 for all team members at all times.
- To ensure the team carry out basic maintenance such as cleaning and greasing the equipment they use as and when required.
- Be responsible for the delivery of agri-vehicle training to equine teams in line with the relevant procedures and regulations.

Management and Resources

- Attend and be a proactive member of the Estates Department meetings to discuss best practice, current issues and plan upcoming estates matters.
- Oversee the securing of your teams working areas on a daily basis. Maintain excellent standards of cleanliness to all areas, with care to areas accessible by or visible to the public.
- Oversee the recording of information and maintaining records as required.

Health and Safety

- Ensure all Health and Safety procedures, policies and measures are adhered to by all staff at all times; including the use of daily staff briefings.
- To ensure relevant pre-use checks and maintenance are carried out on all agri-fleet and equipment.
- Ensure all accidents and incidents are reported immediately and are recorded in line with H&S procedures.
- Ensure the correct PPE is available to staff and is worn by staff in line with policies at all times.
- Ensure COSHH procedures are followed for all COSHH products and that all clinical waste is disposed of safely in line with charity procedures.
- To ensure that all appropriate notices are up to date, clearly visible and brought to the attention of staff when necessary.

Leadership Responsibilities

- Oversee the smooth and efficient running of the Estate and lead the team (including any volunteers) in the delivery of agreed initiatives, ensuring that the team are properly trained and resourced.
- Supervise day-to-day operations as necessary and help to resolve day-to-day problems arising, so that the team is able to work seamlessly and effectively, escalating issues where appropriate.
- Ensure good communication through all levels of your team, ensure regular meetings occur as required, and disseminating relevant information to your team through a wide range of communication methods.
- Assist in the training and development of the team to make sure they are confident in dealing with all aspects of their role. Ensure that the team attends all training and CPD offered relevant to their role and provide extra support where necessary.
- Provide your team with ongoing feedback, supporting and training to support their development through regular one to ones and performance reviews.
- Assist the management team by working collaboratively with the wider Bransby and Barlings teams, responding to operational demands and interdependencies by providing employees to support other teams where possible.
- Work with the management team, to embed the charity values and Bransby Behaviours into your team's daily performance.
- Be responsible for the day to day management of your team, ensuring this is in line with the charity's employment and health and safety policies, procedures and employee handbook and escalating issues to the manager where appropriate.
- Develop relationships with other departments as required and work together for the benefit of the charity.
- Be responsible the health and safety of you and all members of your team and carry out responsibilities set out in the Health and Safety Policy and Procedures.

Other

- Enforce strict stock control of all charity property and manage the cost-effective use of all resources and equipment.
- To keep confidential data secure and only process data as per the GDPR regulations and as per our Data Protection Policy.
- Ensure that any advice or guidance provided is in line with the Bransby Horses professional advice and guidelines.

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| <ul style="list-style-type: none">• To promote Bransby Horses and its work to all visitors and members of the public. |
| <p>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.</p> |

Person Specification

Education & Qualifications:	<ul style="list-style-type: none"> • A good standard of education is required for this post • A related qualification (HNC/Level 3) in agriculture, land or estates management or 3 years relevant industry experience is desirable • A relevant teleporter driving certificate is desirable • Other land based qualifications, including PA1, PA2, and PA6 is desirable
Experience & Knowledge:	<ul style="list-style-type: none"> • At least 3 years' experience of agricultural and farm work machinery, including grassland management. • An up to date knowledge of grassland husbandry for equines • Experience in health and safety is desirable • Demonstrable experience of managing, developing and motivating a team
Skills & Competencies:	<ul style="list-style-type: none"> • Dynamic, with high level of motivation and initiative, with the ability to recognise opportunities for best practise and ensure highest levels of animal welfare. • Ability to organise and prioritise tasks and be flexible in your approach • Be effective in both verbal and written communications and have the ability to communicate confidently at all levels of authority within the organisation • Able to follow instruction, take responsibility and make sound and clear decisions • Good employee management and motivational skills to develop a capable and enthusiastic team • A good level of IT skills
Personal Attributes:	<ul style="list-style-type: none"> • Self-motivated and work well independently, with minimal supervision • Positive, professional and enthusiastic • Ability to inspire and motivate team members • Responsive and resilient • Willingness to learn; quickly, to develop skills and to adapt to various situations • Commitment to the charity's purpose • Discreet when dealing with confidential or sensitive matters • 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