**ANIMAL WELFARE and TRAINING MANAGER**

**STONEBRIDGE CITY FARM**

**ROLE DESCRIPTION and PERSON SPECIFICATION**

Stonebridge City Farm is a registered charity which is a visitor centre, educational and training centre and volunteer hub. Our mission is to empower and develop the local community. Visitors can enjoy a ‘small slice of the countryside in the heart of the city’. Free to visit and open every day, with a number of animals, big and small. Gardens, a nature walk and amenities such as the café, shop and playground.

The farm welcomes 60,000 visitors a year and is supported by 150 volunteers each week. As well as being home to a range of animals, there are gardens, a café, a shop and we host a number of onsite activities, often in collaboration with other community groups.

The range of animals, and their welfare, is a key part farm life – they are extremely popular with visitors and volunteers.

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| **PURPOSE OF THE ROLE**The Animal Welfare and Training Manager is responsible for the day to day care of large and small livestock at Stonebridge City Farm and ensuring that high welfare standards are met, while ensuring current legislation is adhered to. The Animal Welfare and Training Manager is also responsible for the safeguarding, support and training of a large number of volunteers as well as the management of a small team of barn staff members.  |
| **KEY RESPONSIBILITIES** |
| * At all times maintaining high standards of animal welfare.
* Ensuring current animal legislation is adhered to.
* Completion of livestock records and movement documentation.
* Maintaining accurate and comprehensive animal data.
* Day to day management and care of all animals.
* Administration of the farm’s Small Animal Boarding Business.
* Liaising with other Animal Sector professionals and organisations – keeping up to date with best practice and animal health guidelines.
* Monitoring and ordering stock for the animals.
* Managing the breeding programme of the farm’s animals – assisting with the birthing process if necessary.
* Liaising with members of the public and answering enquiries.
* Ensuring health and safety standards are met at all times, with safe working practices.
* Training and safeguarding of all volunteers within the barn sector.
* Working with learners and volunteers who may have additional needs.
* Training of work experience learners and completion of necessary documentation and records.
* Facilitating the learning of college groups studying Animal Sciences.
* There may be elements of teaching within the role, depending on the needs of the individuals or groups working in the barn.
* Organising and leading meetings between the staff members of the barn team.
* The management of the farm’s animal boarding service and Facebook page.
* Responsible for the barn team rota and ensuring staffing levels are met at all times.

Some out of hours working will occasionally be required – in the case of sick animals, lambing and during Christmas.  |
| **REQUIRED SKILLS AND EXPERIENCE** |
| * A degree in an Animal related course, for example, Animal Biology, Animal Welfare, Animal Behaviour, Animal Sciences.
* Applicants are also welcomed from people with a Level 3 qualification together with a track record of experience working in animal welfare.
* A full driving licence.
* Experience of working with large and small livestock.
* Experience of training and supporting a small team.

Applicants who also have a teaching qualification and/or teaching experience are encouraged. SKILLS REQUIRED* Excellent communication skills.
* Strong planning and organisation skills and an ability to work in a busy environment.
* Attention to detail.
* Empathy – a calm and supportive style to motivate, encourage and support people.
* Customer service – the skills to provide a high level of service to visitors, education organisations and other community groups.

VALUESOur values are to enable people, and be tolerant, positive, inclusive, accessible and forward thinking at all times. We seek applicants whose personal values and behaviour match these, and have the desire to take on a key role at the farm. |
| This is a full-time position, working mostly Monday to Friday. The salary is £24,000 per year. |

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| Stonebridge City Farm is committed to a policy of diversity and inclusion, creating a workforce representative of the diverse communities we work with. |
| Please apply by sending your CV to Peter Armitage, peter@stonebridgecityfarm.com together with a letter outlining how your skills and experience match this role. The closing date for applications is Tuesday 5th July 2022. |