

Job Description

Job Title: Hope Farm Assistant Manager

Role Profile Title: Warden

Pay band 7

Department: Global Conservation

Location: Hope Farm

Reports to: Georgie Bray, Hope Farm Manager

Direct Reports (including Volunteers): management of volunteers

Job Purpose: to assist the Hope Farm Manager in the delivery of the plan for the farm to trial, demonstrate, advocate and communicate best-practice nature-friendly farming which is productive and profitable. Leading on small projects, management of volunteers and engagement with the local communities.

Key Result Areas:

- ❖ Plan and manage the Open Farm Sunday event – the main public event at the farm every June.
- ❖ Host some of the farm tours for groups of farmers, supporters and the public, demonstrating and advocating the nature-friendly farming practices on the farm and pointing out the wildlife present.
- ❖ Manage volunteers and students on the farm to undertake a variety of roles including assistance at Open Farm Sunday, monitoring, assisting with trials, environmental management on site and conducting their own projects.
- ❖ Ensure maintenance of the Hope Farm Vehicles, upkeep of building infrastructure and completion of tasks arising from Health and Safety inspections.
- ❖ Assist with the monitoring and sample collection for research trials.
- ❖ Assist with Hope Farm communications to promote the work on the farm and the results of trials, taking the lead on social media, farm publications and local communications.
- ❖ Assist with the liaison with contractors on the farm to ensure that contracted work is completed on time and to the right quality.
- ❖ Support RSPB attendance at agricultural shows.
- ❖ Maintain good relationships with the local community.
- ❖ Undertake other duties to assist the Hope Farm Manager as required.

Key Contacts and Working Relationships

Internal

- ❖ Work closely with the Hope Farm team to ensure that the five year plan is kept on track and delivered to the required standards.

- ❖ Working with the Hope Farm Steering Group to develop and manage plans for the site, and particularly with the Conservation Scientists on the Group to assist in the research monitoring and trials.

- ❖ Communicate with the H&S Officer, Rural Surveyor and Ecologist for the site to ensure compliance with safety requirements and environmental regulations.

- ❖ Manage RSPB volunteers on the site.

- ❖ Communicate with media staff at HQ and in the England / Area Team regarding communication opportunities for the Farm.

External:

- ❖ Assist in liaison with the farming and estate contractors on site.

- ❖ Oversee the visits of students and others on site taking part in research projects.

- ❖ Engage with local community groups and address any queries or issues raised by individuals in neighbouring villages.

- ❖ Maintain good relations with neighbours, neighbouring farmers, members of other research organisations, conservation organisations and others coming onto site.

Financial Responsibility:

- ❖ This role is responsible for specific budgets (including projects such as Open Farm Sunday).

Responsible means:

- ❖ Monitors spend against targets whilst minimising risk.

- ❖ Decides on appropriate expenditure to meet objectives.

- ❖ Manages day-to-day procurement of goods and services, including selecting appropriate suppliers and contractors.

Essential qualifications:

Expected to have a degree in relevant subject or equivalent experience.

Essential knowledge:

1. Knowledge of arable farming
2. Knowledge of conservation land management relevant to farmland.
3. Knowledge of natural history associated with UK farmland.

Essential skills:

1. Able to effectively manage projects and volunteers.
2. Practical field skills for biological monitoring.
3. Communication and interpersonal skills.

4. Record keeping / data management
5. Ability to work in extreme conditions, sometimes for prolonged periods in the field, either in the UK or abroad.
6. Ability to be self-motivated and work efficiently within a defined work plan. This necessitates the ability to plan and organise their own work.
6. Has the skill to work under pressure to meet deadlines.
7. Organisational including time management and prioritisation.
8. Able to work in collaboration with external organisations and individuals.
9. Competent IT user (e.g. MS packages, Outlook etc).
10. An ability to produce clear written communications.

Essential experience:

1. Biological monitoring.
2. Working with staff or volunteers.

Desirable qualifications, knowledge, skills and experience:

1. Qualified First Aider.
2. Competent user of GIS.
3. Experience of writing or speaking to the media.
4. Knowledge of regenerative agricultural practices.

How we expect you to work:

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

Direction: You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

Energy: You bring energy and urgency to the RSPB to motivate people to do the best they can.

Capability: You build your own and other people's capabilities, directly and indirectly.

Relationships: You communicate effectively and build productive internal and external relationships.

Change: You support continuous improvement and change and constantly look for way to do things better.

Advocacy: You act as an advocate for the RSPB.

Performance: You get things done, achieve ambitious goals and the RSPB's aims.

In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:

- ❖ Direction: You set clear work priorities for people
- ❖ Energy: You show a personal interest in team members
- ❖ Capability: You demonstrate an interest in your own personal development
- ❖ Relationships: You form productive internal partnerships
- ❖ Change: You share new ideas with colleagues
- ❖ Advocacy: You speak positively about the RSPB with colleagues
- ❖ Performance: You place your main focus on important priorities
- ❖ Performance: You consistently deliver results on time

Additional Information:

- ❖ This role may involve lone working.
- ❖ The role is based in a remote and rural location
- ❖ This role may require occasional travel within the UK.
- ❖ This role may require occasional overnight stays away from home.
- ❖ The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
- ❖ In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.