



BATH CITY FARM

Job title:	Site Coordinator
Hours of work:	22.5 hours (3 days) per week Monday to Wednesday Some weekend working is required (1 weekend day per month)
Contract type:	Permanent (on successful completion of probation)
Pay Point:	C18 £16,911 for 22.5 hours/week (FTE £28,185)
Responsible to:	Line managed by the Site Development Manager
Responsible for:	No line management responsibilities but responsible for volunteers and trainees.

This appointment will be subject to an enhanced DBS check.

About us:

Situated on a beautiful 37-acre site, Bath City Farm is a charitable organisation, providing education, training and therapeutic activities to disadvantaged people in the local community, as well as a free-to-access visitor attraction.

From the beginning our Vision has been to build a healthy community rooted in nature, food, farming and each other. As a welcoming urban farm, we use our unique setting and targeted projects to educate, improve wellbeing and transform lives. Our goals are to enable the development of skills and confidence, improve mental, physical and social wellbeing, and inspire environmental awareness. We aim to increase community engagement, offer a rewarding visitor experience, and educate people on farming, animal welfare and food production.

All staff are expected to carry out their roles in line with the Farm's core values:

- **Diversity is strength:** We work to remove barriers to encourage participation and promote fairness and equitable opportunities for all. We foster a culture of respect and dignity.
- **Power in community:** Each person has unique gifts and perspective to share. Nurturing and valuing these strengths collectively gives us power to make positive changes in our communities.
- **We are nature:** We are a part of nature and nature is us. We therefore aim to create conditions for biodiversity and natural ecosystems to thrive in all our activities and choices.
- **Open and participatory:** We aim to communicate openly and create meaningful opportunities for communities to contribute to the direction of the Farm.
- **Free or affordable:** The Farm site will always be free at the point of access for people to explore and enjoy. We endeavour to provide all our activities free or fairly priced.

- **Working with care:** We approach our work with care, to create quality solutions and minimise harm to people and the environment.

Overall purpose of job:

Working as part of the Site team, on two days of the week carry out day to day maintenance and improvement of the Farm's site, physical infrastructure and facilities, ensuring that they work well for Farm staff, volunteers, visitors and animals.

On one day of the week, plan, and deliver practical sessions in maintenance, plumbing and carpentry to small groups of trainees as part of the Farm's Roots to Work Programme.

Main duties and responsibilities

- Carry out responsive and planned site maintenance of Farm buildings, play areas, animal enclosures, woodlands, meadows and boundaries.
- Carry out and log daily, weekly and monthly site inspection checks to ensure spaces are safe to use.
- Carry out the weekly fire alarm test by testing different access points and reporting any faults or issues to the Site Development Manager.
- Support the delivery of team building days and other events as applicable.
- Work with the Farm's Adult Skills and Employability Lead to ensure that all Roots to Work sessions are planned and delivered in line with the requirements of the programme.

Leadership and Management responsibilities

- Lead groups of Roots to Work trainees who may be vulnerable and may have additional support needs. Carry out work in a safe and supportive way that enables all people to participate fully.
- Support the Site Development Manager in the planning and implementation of site improvements in line with the Site team's and organisational priorities.

Communications and relationships responsibilities

- Liaise with other staff and respond to requests that arise each week prioritising tasks dynamically.
- Provide updates to staff regarding the status of tasks, particularly those that have been flagged as high priority.

Fundraising, income generation and social enterprise responsibilities

- Carry out improvements that support the visitor experience and support income generation from footfall.
- Support Farm events and other income generating activities as required.

Problem solving and autonomy

- Oversee jobs from beginning to end, helping to identify affordable and innovative solutions.
- Be a self-starter with the ability to carry out tasks independently, efficiently and prioritising reusing and recycling materials where possible.

Other key job elements or requirements to note

- **Outdoor work:** We are a working Farm, and tasks need to be carried out through all seasons and weathers. Manual handling, working at height and working across the diverse topography of the site will be required.

- Ensure accidents or near misses are recorded as soon as possible following an incident.
- Ensure all work is carried out working in accordance with the Farm's Health and Safety, Safeguarding and Animal Welfare policies and that any incidents are reported promptly
- Report any urgent health and safety risks to the Site Development Manager or Farm Director at the earliest opportunity.
- Attend regular staff meetings and development/training days.

Person specification

Experience	
Essential	Desirable
• Demonstrable trade experience in general building, woodworking, plumbing and carpentry.	• Experience working for a community organisation. • Demonstrable experience in relation to agriculture and/or any arboriculture, groundwork, metal working, drainage and blockwork. • Experience working directly with volunteers.
Competence, Knowledge and Skills	
Essential	Desirable
• Demonstrable wide range of excellent practical skills • Skilled in using a range of tools including power tools • Ability to deliver practical learning sessions to small groups. • Confidence to work with farm animals. • Excellent communication skills. • Knowledge and understanding of health and safety regulations. • Knowledge and understanding of safeguarding practices • Ability to work well in a team and individually.	• Qualified in the use of strimmer & brush cutter. • Qualified in the use of a chainsaw. • Full clean Driving License. • Experience operating ground working machines such as mini diggers. • Level 2 Safeguarding training.
Personal Qualities	
• Self-motivated, able to work unsupervised, to take initiative and meet deadlines. • Organised, with good time management. • Ability to motivate /trainees and create a supportive work atmosphere. • Welcoming and confident manner when dealing with the public, volunteers, contractors and other organisations. • Adaptable and resilient to work in a fast-changing environment. • A non-judgmental attitude	