

General Manager

Responsible to	Chair of Board (CEO, Windmill Hill City Farm)
Responsible for	On-site staff, contractors, and volunteers.
Grade	to be determined

Purpose

To lead and manage day-to-day running of Hartcliffe City Farm.

Main duties and responsibilities

Resources

- ◆ Manage staff, volunteers and contractors to achieve their full potential and perform at their best.
- ◆ Manage budgets in the framework set by the board of directors.
- ◆ Maintain policies and procedures and ensure they are followed.
- ◆ Instigate fundraising to support the facilities, collaborate with fundraisers to develop bids, and report back to funders on progress.
- ◆ Report on progress and issues to the board of directors.
- ◆ Attract and co-ordinate other organisations to lead activities at HCF.

Site

- ◆ Ensure the site is open for its advertised hours, secure when closed and that animals are cared for.
- ◆ Ensure the physical site infrastructure is inspected, maintained and developed, health and safety checks are completed and records maintained.
- ◆ Liaise with other site users to ensure their reasonable needs are met.
- ◆ Ensure that facilities contracts (eg waste, hygiene) are renewed, represent good value, and are carried out as expected.
- ◆ Liaise with tenants on site.

Communications

- ◆ Maintain public communications about the site, events and activities.
- ◆ Develop ties with other organisations in the neighbourhood.
- ◆ Maintain a booking system for spaces and liaise with people using it.
- ◆ Promote the aims and objectives of the city farm, and present a positive image of the farm to the public.

Other

- ◆ Carry out any other duties commensurate with the responsibilities of the post, as required.

It is the nature of this work that tasks and responsibilities are unpredictable and varied. Staff are expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the job description have to be undertaken. The nature of work

with volunteers and the general public requires a flexible approach to hours of work including some evening and weekend working.

Person Specification

Essential

- ◆ Significant experience in a relevant environment.
- ◆ Skilled leader of people, activities and spaces.
- ◆ Skilled at managing budgets and reporting on projects.
- ◆ Experience of involving and working collaboratively with local communities.
- ◆ Good level of knowledge and skill in maintenance of facilities.
- ◆ Knowledge of legislation and requirements of a public site.
- ◆ Ability to communicate well at a personal and public level.
- ◆ Ability to work flexibly, proactive and able to use initiative to solve challenges.
- ◆ A clear commitment to equal opportunities.
- ◆ Good level of computer literacy.
- ◆ The post is subject to an enhanced DBS check

Desirable

- ◆ Strong ties to Hartcliffe or nearby neighbourhoods.
- ◆ Experience developing teams in new environments.
- ◆ First-aid-at-work qualified.
- ◆ Experience of looking after farm animals.
- ◆ An interest in the aims and mission of the organisation.