



Farmyard & Livestock Coordinator x 2 vacancies

Recruitment Pack – January 2023

About Vauxhall City Farm

Vauxhall City Farm is a registered charity governed by a board of Trustees and regulated by the Charity Commission for England and Wales.

We deliver our mission through a range of educational, horticultural and recreational workshops, volunteering, guided tours, riding lessons and visitor experiences of an urban farm.

Our aims are to:

- Support children and disadvantaged people to boost their confidence and aspirations via the development of personal, social, life and practical skills
- Promote emotional, mental, social and physical health and well-being
- Develop environmental awareness and action
- Strengthen community cohesion
- Create enjoyment and recreational opportunities for those from our local and wider communities

Set in 1.5 acres Vauxhall City Farm is a 'piece of the countryside come to town' in the heart of Vauxhall, within earshot of Big Ben, and in the shadow of the London Eye. Just minutes away from the Thames and Westminster, the Farm offers all the sights and smells of the countryside, attracting over 50,000 visitors each year. Making it one of London's greatest hidden treasures.

Free entry to the Farm brings these diverse communities together in surroundings where everyone is equal and welcomed, and enjoyment and learning are shared. It provides opportunities for individuals to regularly volunteer and an exceptional range of animals, horses, birds, pond life, ecological habitats, insects, herbs, dye and medicinal plants, vegetables, trees, and fruit bushes. It also has:

- an all-weather floodlit riding arena and paddocks and a strong track record of delivering both general riding and Riding for the Disabled lessons
- a visitor and family friendly café
- a Community Garden recently developed and run by volunteers
- A range of different "outdoors" environments, animals, plants, and natural habitats that directly support the curriculum needs of over 80 inner-city schools (that cannot be accommodated on their cramped inner-city sites)
- high quality modern meeting/classroom/training/events facilities.

About the role

This is an important role that supports our wider aims to develop the educational and environmental offerings of the Farm to support the learning experience and personal and social development of children and young people and the wider community. We are looking for two candidates who are passionate about animals and visitors and who have suitable animal management experience as well as being able to motivate sessional staff and volunteers in supporting the care and welfare of our animals.



Job Description – Farmyard & Livestock Coordinator

Job Title	Farmyard & Livestock Coordinator
Salary	Circa £22,000 annually, pro rata (full time equivalent)
Contract Type	Permanent
Hours	28 hours per week – some weekend work will be required and required overlap with the co-Farmyard & Livestock Coordinator
Responsible To	Operations Manager

Animal Management

- To ensure the health and wellbeing of all animals at Vauxhall City Farm, meeting all Animal Welfare criteria under DEFRA guidance, requirements of the local authority and 'Five Freedoms'.
- To ensure routine health checks are carried out on a regular basis
- To administer injections/medication where relevant and call a vet if there are health concerns
- To be proactive in the buying and selling of stock, with approval from line manager
- To be proactive in implementing the livestock breeding programme, leading on lambing and kidding
- To ensure animals are mucked out on a regular basis, to limit disease and illness
- To work with the Operations Manager to develop, improve and maintain animal enclosures
- To ensure all animal records are kept up to date and are easily accessible
- To ensure all required licenses are kept up to date and criteria are met
- To ensure a standstill permit is in place and standstill periods are enforced
- To process and record all animal movement forms
- To monitor the re-homing of animals and ensure a record is kept
- To coordinate the livestock supplies, placing orders as appropriate to ensure a mix of animals in order to maximise welfare, visitor experience, educational opportunities and income generation.

Health and Safety

- To oversee volunteers and their training, ensuring they are fully aware of their responsibilities with regard to health and safety
- To be accountable for stocking the animal medical first aid box and safely disposing of out of date medicines
- To be responsible for the stock keeping and ordering of cleaning resources for the farmyard
- To ensure hand washing facilities are working, with soap and hand towels always available
- To be responsible for the Vet room and COSHH cupboard being locked at all times the farm
- To carry out a daily health and safety check of the farm, highlighting any potential hazards and recording this in the maintenance log and reporting it to line management
- To oversee a daily search across the paddocks, to ensure no harmful objects are accessible to animals
- To ensure vet and disposal contact details are easily accessible to all staff in case of emergency

Staff and Volunteer Management

- To review volunteer and work experience application forms, run inductions and oversee training on the farmyard
- To lead volunteers on the farmyard to complete animal husbandry tasks and ensure a safe environment



- To provide a morning briefing for all volunteers and sessional staff, to communicate the day's activities and important information
- To create a farmyard rota (of volunteers and sessional staff) to ensure sufficient staffing cover to manage and care for the farm animals.
- To adhere to safeguarding responsibilities and report students who are absent to their school

Customer Services

- To deal with customer enquiries and queries
- To proactively engage with visitors, making them feel welcomed and have a safe experience
- To populate the information desk with volunteers, who greet all those who enter the site
- To manage Animal Boarding
- To facilitate 'Meet and Greet' experiences and 'Farmer for a Day' experiences
- To assist with Incubation Schemes, ensuring eggs are available for hatching period
- To assist with Mobile Farm enquiries, selecting animals to go out on events and keeping Mobile Farm documentation up to date
- To assist with self-guided tours, providing a Health and Safety briefing
- To provide invoice request forms to finance, for any services arranged

Education

- To work closely with other staff to maximise volunteering and educational opportunities for people of all ages
- To assist the staff team with the planning and provision of educational workshops and events, including the annual Lambeth Country Show
- To work closely with the wider team to ensure an enjoyable experience for visitors.
- To supervise and assist volunteers and work experience participants.

Compliance

- To ensure that Vauxhall City Farm meets all relevant statutory regulations in regard to farming
- To remain compliant and up to date with all Animal Welfare Regulations
- Be accountable for all compliance measures in regard to Health and Safety on the farm
- Be accountable for safeguarding of volunteers and students being supervised and report any concerns to line management

Other Responsibilities

- To undertake any other duties required which are consistent with the responsibility of the post
- To assist across the farmyard as and when required, with reasonable request
- To participate in regular team meetings

Person Specification

- Minimum NVQ Level 3 or equivalent qualification in Animal Care/agriculture
- Demonstrable practical experience of working with livestock
- Experience of working with young people (desirable)
- Experience of Health and Safety, including risk assessments
- Good numeracy, literacy and IT skills with ability to keep accurate records
- Strong experience of managing/motivating volunteers
- Knowledge of safeguarding and equality and diversity.



Personal Qualities

- Excellent communication
- A positive team player
- Able to work weekends and flexible to the needs of the job
- Organised and efficient.

Other

- Able to meet the physical requirements of the role
- Experience of working in a community /urban farm
- Qualified First Aider
- Full clean driving licence

How to apply

To apply for the Farmyard and Livestock Coordinator position please submit:

- CV – maximum 2 sides of A4
- A covering letter (no more than 2 pages, minimum font size 11) letting us know:
 - a) why you are interested in the role
 - b) the skills and experience you will bring that align with the Job Description / Requirements.
- Email your CV & cover letter to: recruitment@vauxhallcityfarm.org with the subject heading: **Farmyard & Livestock Coordinator vacancy**

Closing Date: 11.59 on Wednesday 8th February 2023

Interviews will be on a rolling basis as applications are received.

Employment requirement

The post holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. As the role requires close working with children/vulnerable people the post holder will be subject to an enhanced Disclosure and Barring Service clearance on appointment.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@vauxhallcityfarm.org.



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