

JOB DESCRIPTION

<u>JOB TITLE:</u>	Farm Assistant/Driver
<u>EMPLOYER:</u>	Acorn Venture Association
<u>LOCATION OF WORKPLACE:</u>	Acorn Farm Depot Road Kirkby Merseyside L33 3AR
<u>RESPONSIBLE TO:</u>	Directly to CEO
<u>RESPONSIBLE FOR:</u>	All transport related tasks at Acorn Farm. Assisting with livestock and farm maintenance tasks.

MAIN DUTIES & RESPONSIBILITIES:

Driving duties

- Driving the farm vehicle and trailer on collection and delivery of goods relating to farm business. e.g. livestock, animal feed, bedding, horticultural supplies, cafe and shop goods, etc.
- Carrying out tasks detailed on landrover planning board
- Assisting the Education Worker in delivery of animobiles and incubator packages to schools. Including loading of animals and equipment required for the sessions. Cleaning equipment at the end of the session.
- Responsible for checking vehicle and trailers on a weekly basis and completing the vehicle checklist
- Cleaning inside of vehicle and trailer after each use
- Cleaning outside of vehicle and trailer as needed.

Livestock based duties

- Assisting with livestock tasks e.g. foot trimming, worming, weighing etc
- Assisting with moving livestock
- Assisting with out of hours checking of sick or expectant animals.

- Checking the CCTV in the lambing shed out of hours on a regular basis
- Assisting with out of hours lambing
- Assisting with out of hours feeding of sick or orphaned animals
- Assisting with livestock care over the Christmas shutdown [as required- on a rota basis]
- Loading and transporting livestock to market/butcher/abattoir
- Collection of livestock from market
- Collection of meat from butcher
- Assisting with horse rides as needed
- Assisting to unload deliveries of hay and straw

Horticultural duties

- Collection of goods needed by the horticultural unit. These may include plants, pots, baskets etc.
- Delivery of plants to different organisations

General site housekeeping

- Emptying and washing on site bins as needed.
- Sweeping paths and field gateways on a regular basis.
- Washing picnic tables and benches on a regular basis.
- Weeding flower beds and borders and paths as needed.
- Opening security shutters on farm building in the morning
- Daily litter picking of the farm site to include the woodland walk and overspill car park when in use
- Cleaning windows on meerkat and chick sheds on a regular basis.
- Topping up hand wash as needed
- Filling up feed bins before collection of new stock
- Ensuring stock rotation of animal feed sacks in spare feed shed

- Putting away buckets and tools which have been left around the site.
- Clearing paths and gritting in icy/snowy weather

General Maintenance Tasks

- Painting/Timber treatment around the farm site
- Assisting with fencing repairs and maintenance
- Assisting with flagging repairs
- Assisting with preparations for farm events e.g. Halloween, Grotto
- General farm maintenance duties

General

- Keeping appropriate records to include Time sheet, Vehicle Maintenance log and Daily mileage/Time Log
- Maintaining appropriate health and safety standards
- Safeguarding Acorn Farm property
- Adhering to Acorn Farm policies and procedures

This job description is an outline of the requirements of the post and as such is not exhaustive. The post holder may not unreasonably refuse to undertake any other duties deemed commensurate with the post.

All jobs are subject to change from time to time and this job description will be reviewed regularly in accordance with Company policy.

CONFIDENTIALITY:

Acorn Farm recognizes the great importance of confidentiality in the professional practice of its staff and in its administrative procedures. Information clearly intended for one purpose should not be used for another without the sanction of the service user, staff member or person supplying the information. The only exceptions are where there is clear evidence of serious danger to the service user, staff member or other person(s) or where legislation requires

release of the information. All staff are required not to divulge any information, verbal or written, to any external source that could be damaging to the company's reputation or commercial viability.

DBS CHECK

Successful candidates will be asked to undertake an enhanced criminal background clearance check as part of the recruitment process.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

EQUAL OPPORTUNITIES:

Acorn Farm aims to provide high quality services within the resources available. In order to fulfill this aim most effectively it operates a policy of equal opportunities to ensure that no service user, job applicant, employee or voluntary worker is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, nationality, religion, cultural group or national origin, marital status or whether they are disabled people, lesbian or gay men.

HEALTH & SAFETY:

All employees are responsible for taking reasonable care of themselves and others who may be affected by their work. Everyone working within Acorn Farm is bound by Health & Safety legislation and must adhere to safe systems of work.

ACORN FARM POLICIES:

All employees are required to implement and follow Acorn Farm policies and procedures and undergo any training associated with them.

TERMS & CONDITIONS

HOURS: Annualised hours 1560 per annum [Average 30 per week]

Core hours – 8.30am – 12.30pm

HOLIDAYS: 20 days plus 8 public holidays and 2 discretionary days to be taken over the Christmas period.

SALARY: £12.30 per hour.

PERSON SPECIFICATION**FARM ASSISTANT / DRIVER**

Requirement	Essential/ Desirable	
Education/Qualifications <ul style="list-style-type: none"> • Agricultural/livestock qualification • Current Driving Licence • Category BE Driving Test • Good standard of written and spoken English 	E E D/E E	Essential if passed test after 1997.
Knowledge, Skills, Abilities <ul style="list-style-type: none"> • Practical experience of handling a wide range of livestock including cattle, pigs and sheep • Practical experience of carrying out livestock related tasks e.g. Vaccinations, oral drenches and foot trimming. • Experience of loading livestock e.g. onto a trailer or into a crush • Experience of driving a landrover • Experience of towing livestock and other trailers • Practical experience of erecting/repairing livestock fencing • Experience of working with children • Organised and planned approach to all areas of work. • Ability to work on own initiative • Ability to work with accuracy and attention to detail • Flexible approach to work. 	E E E E E E D E E E E	

<ul style="list-style-type: none">• Understanding of Equal Opportunities and its application in relation to the post.• A positive approach towards people with learning disabilities and/or mental health problems.• Positive enhanced DBS check.	E E D	
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