



Job Description: Site Manager

ABOUT STEPNEY CITY FARM

Stepney City Farm is a three-acre working farm and registered charity, a unique educational resource, and a rural oasis in the heart of the London Borough of Tower Hamlets. The Farm is free and open to visit, 6 days a week, 50 weeks a year.

We provide first-rate facilities for livestock and poultry (including sheep, goats, pigs, donkeys, rabbits, chickens and ducks), studio spaces for rural artists, an extensive food-growing programme, and a weekly Farmer's Market. The Farm provides opportunities for children and adults to interact with farm animals in nature and practice arts and crafts such as pottery and woodwork. It connects visitors with food production, horticulture and natural resources through practical workshops and educational courses, volunteering opportunities, and the provision of 78 allotments.

The Farm advances wellbeing and inclusion in our wider communities by addressing issues of mental and physical health through the promotion of healthy eating, physical activity through volunteering, schools programming, green care and animal care sessions, the provision of green space and recreation, and animal and nature orientated wellbeing sessions for seniors.

ROLE OVERVIEW

The Site Manager will be responsible for all operational aspects of running our open public site, including maintenance, facilities, security, health and safety, and planning and managing small scale building and improvement projects. Once established in the role, the post holder will take on line management of staff responsible agricultural site activities, so some knowledge of animal care and / or food growing would be advantageous, but is not essential.

The site is currently 3 acres, increasing to 4.5 acres with the reinstatement of an adjoining section of land in 2019. Our current facilities include an office and volunteer room, Café, resident artist studios, public toilets, a barn and animal housing, bespoke Classroom, site-wide hand washing stations, and site-wide irrigation and animal drinking cisterns.

The Site Manager is a new role to increase capacity in line with the site expansion. The role will oversee maintenance and development of the site as a whole, making continuous improvements to better facilitate our visitors, programmes, and activities. The post-holder will also be responsible for implementing new small-scale infrastructure projects on the reinstated land, in collaboration with staff and volunteers.

The successful candidate will be working 5 days per week, generally including Saturday and Sunday (to increase staffing capacity and management oversight on the busiest days of the week), and on Mondays

(when the site is closed to the public and larger essential works can be carried out). A degree of flexibility in this schedule is available to allow for occasional weekends off.

A commitment to environmental sustainability is essential, along with extensive training and experience in health and safety, and basic plumbing, electrical safety, and building skills. You will also have meticulous attention to detail and high aesthetic standards, a willingness to interact with the public, and the demonstrable ability to plan and deliver small projects, work under your own initiative, and implement systems and processes.

This is an exciting opportunity for the successful candidate to make a meaningful and lasting contribution to the future of a unique and much-loved community site, and to join a friendly and inclusive team.

DETAILS

Role Title	Site Manager
Location	Stepney City Farm, Stepney Way, London, E1 3DG
Salary	£30,000 per annum
Hours	Core hours 9am-5.30pm (some flexibility may be required), five days per week usually including weekends (flexibility can be arranged for some weekends off)
Duration	1 year contract, extendable subject to future organisational finances
Responsible to	Chief Executive
Responsible for	Line management of the following roles will gradually be passed on: Farm Yard Manager; Animal Worker; Food Grower; Horticulture Trainer; Corporate Volunteering Facilitator
Other	Workplace pension (NEST); 36 days annual leave (including bank holidays); Probation: 3 months

DUTIES AND RESPONSIBILITIES

Health & Safety

- Oversee health and safety, ensuring site and staff-wide compliance with legislation and best practice.
- Carry out, collate, and regularly update risk assessments for all onsite activities.
- Update the Health & Safety policy annually, train staff on health and safety, and keep records of training.
- Ensure effective systems are in place for dealing with any incidents and accidents and take responsibility for keeping records.
- Ensure at all times that statutory training for staff is up to date, including first aid and fire marshal.
- Carry out regular fire drills.

Maintenance

- Oversee maintenance on our 4.5-acre public agricultural site.
- Embed systems and processes with all staff to ensure the daily upkeep and presentation of the site.

- Carry out routine repairs and improvement work to Farm buildings, equipment, and infrastructure, including basic plumbing (such as fixing leaks) and overseeing electrical safety; book in and manage contractors for larger jobs as required.
- Create and implement a preventative maintenance schedule for Farm buildings, equipment and infrastructure.
- Maintain an asset register of tools and equipment, managing a budget to purchase items as required.
- Embed systems and processes with all staff to ensure the security, inventory, upkeep and presentation of tool storage areas.
- Plan and manage small-scale renovation, building and improvement projects, including planning, researching, and costing materials and works.

Facilities

- Be responsible for maintaining the MOT, insurance and tax on Farm vehicles.
- Manage contracts for insurance, telecoms, electricity, water, gas, waste management, pest control, fire systems, Café equipment, PAT testing, consumables, and any other services or utilities.
- Oversee IT provision, ensuring that hardware and software are functional and fit for purpose.
- Manage the allotments: liaise with plot holders to resolve site related issues, allocate plots when they become available, keep accurate up to date records of plot allocation and payments.
- Maintain filing of contracts, relevant documentation, records and site plans.
- Proactively identify and implement ways to improve efficiencies in utility usage.

Security

- Progressively develop the security infrastructure of the site.
- Develop and embed systems and procedures with all staff, volunteers and resident businesses to ensure the security of the site.
- Maintain a record of key holders, issue and collect keys as required.
- Act as emergency out of hours contact for site security and urgent maintenance issues.

Line management

- Once established in the role, line management will be passed on to the Site Manager for staff responsible for agricultural activities (animal care and food growing).
- Mentor staff in implementing and maintaining good practice and robust systems and processes for their areas of work, particularly in relation to health and safety.
- Be responsible for the pastoral care and development of these members of the team.

General

- Have authority as the most senior member of staff on weekends.
- Facilitate, or assist in facilitating, corporate volunteering groups as required (plan and set up site tasks for groups).
- Liaise as required with the Farmer's Market on Saturdays.
- Interact with the public on a daily basis.
- Be on the weekly cleaning rota, and take turns with all staff to empty bins and tidy communal areas.
- Be a key holder and be responsible for locking and unlocking the site as required.
- Working flexibly: usual days will be 5 days per week including Saturday, Sunday, and Monday.

PERSON SPECIFICATION

Essential

2 years working in a similar role on a public site (operations, facilities management, maintenance)
Practical experience of managing health and safety, ideally with a NEBOSH or IOSH qualification
Practical maintenance skills, such as carpentry, plumbing and electrical
Experience of line managing others
Experience managing projects, budgets and tendering for works
Excellent administrative, organisational and communication skills
Experience of implementing systems and processes, and accurate record keeping
An eye for detail, excellent standards of presentation
Strong time management skills; ability to juggle a complex workload and meet deadlines
Organised, pragmatic, and process-driven
Experience of working with the public, and willingness to interact with visitors
Good IT skills
Active and physically fit
The ability to plan your own work, work on your own initiative
Flexible, with a can-do attitude, and willingness to muck in with routine upkeep tasks
Flexibility to adapt working hours to workload requirements
Tact, discretion and respect for confidentiality; understanding of safeguarding
A commitment to environmental sustainability and our working farm ethos
Calm, with the ability to thrive in a varied and fast-paced environment
Personable, with the ability to get on with all kinds of people; commitment to equality and inclusion

Desirable

Current first aid certificate
Current fire marshal certificate
Personal licence
Security training
Knowledge of agricultural and DEFRA regulations
Experience working with animals and / or food growing
Experience of working with volunteers, including those with higher level needs

Current driving licence and trailer license