

# Farms and Vineyard Manager

## Job Description

### The Role

<b>Job title:</b>	Farms and Vineyard Manager
<b>Department:</b>	Commercial Services and Facilities
<b>Responsible to:</b>	Head of School of Agriculture and Environment (SAFE)
<b>Location:</b>	Vineyard, Coates Manor Farm, Field Barn sites
<b>Salary:</b>	Grade 7: £15,023 - £17,922 per annum
<b>Term:</b>	Permanent contract: part time 17.5 hrs per week (0.5 FTE), flexible according to business and academic needs, by agreement with line manager
<b>Relationships with:</b>	contractors, estate management, casual workers, academic staff, students, suppliers, Commercial Services and Facilities colleagues

### Purpose

The Farms manager, under supervision of the SAFE Head of School, will be responsible for overseeing the commercial and research based operations at the Vineyard, Coates Manor Farm and Field Barn tenancies, and the student crop demo site, to ensure all enterprises are operationally functional and efficient.

### Key Responsibilities

1. To provide an understanding, insight, and agronomic interpretation to SAFE students and staff, of the soil and crop management, agronomy and agrochemical approaches
2. To interpret and translate to SAFE students and staff, the infield and crop management operations within the Coates and Vineyard tenancies
3. Maintenance, husbandry, pruning, heading, picking, collection, transport of harvested grapes, agronomy, works with the winery to collect and process, along with the Head of Enterprise to manage storage and distribution.
4. Oversee the Basic Farm Payment and Countryside Stewardship entitlements.
5. Liaising with the Bathurst Estate Farm Manager over the Coates CFA and CSS agreements and implementations
6. To maintain and update Gatekeeper to ensure all field records are up to date. Document relevant arable and vine planning, production, sales and programmatic metrics and data.

7. To provide video diaries of infield activities for our online Offer Holder and Open Days and crop production modules
8. Host courses, student researchers, community groups and volunteers on the Student demonstration site.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
Demonstrated farm production and sales experience on a diversified arable farm and vineyard	E	A
Experience in teaching, training or offering technical assistance in arable and vineyard settings	E	A
Highly organized, self-directed and able to thrive in a dynamic work environment	E	A
Able to work in outdoor conditions that include heat, cold and rain	E	A
Hold a BASIS and FACTS Certification	E	A
Excellent interpersonal, written and oral communication skills, proficiency with word processing and spreadsheet software programs	E	B
Experience in managing casual farm workers	E	A,B

## Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) saying where you saw the advert for the role

**Closing date:** 22 November 2020 **Interviews:** during week commencing 30 November 2020.