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**Ferne Animal SANCTUARY - JOB DESCRIPTION**

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| **Job Title:** | Estates WoRKER - Grounds |
| **Reports to:** | Estates Manager |
| **INTERFACES:** | CEORe-Homing Manager/Animal Care ManagerHead of Kennels/Senior Kennel AttendantSenior Management TeamAdministration TeamTrusteesEmployeesCustomersCommunity |

**MAIN PURPOSE OF JOB**

To support the Estates Manager in the management and maintenance of the grounds at Ferne and to support the Estates team with general management tasks as required.

**MAIN TASKS AND RESPONSIBILITIES**

In consultation with the Estates Manager:

* To ensure that the sanctuary grounds meet the standards required by the Estates Manager.
* To work with the Estates Manager to agree the approach to grounds maintenance and devise work plans accordingly
* To identify any grounds issues and highlight these to the Estates Manager and agree remedial actions
* To ensure planting across the sanctuary is tidy and weed free
* To be responsible for the vegetable garden
* To work with gardening volunteers across the sanctuary
* In the growing season to ensure the grassed areas and well maintained
* To work with the team on hedgerow maintenance and management
* To act as site liaison contact for small scale projects as directed by the Estates Manager
* To assist in the maintenance of animal enclosures and housing
* To support the Estates team with maintenance across the sanctuary including grounds maintenance, weeding, hedgerow management and children’s play area and equipment.
* To undertake driving duties
* In extreme weather conditions to help as required
* To comply with all Ferne’s policies and procedures

The Sanctuary reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to its needs. Job Descriptions only reflect 80% of a role and are not an exhaustive list of duties. You will be expected to carry out other activities that are within the scope of the role.

**SKILLS & EXPERIENCE**

**Essential**

* Have a positive and professional work attitude
* Have an ability to be flexible, tactful, diplomatic and supportive in your approach at all times
* Experience in the use of a wide range of tools and machinery including strimmers, mowers and hedge cutters
* Experience of driving tractors, trailers and quad bikes
* Knowledge of grounds maintenance and management
* An interest in/knowledge of plants
* The ability to work independently as well as in a team
* A keen understanding and belief in the mission of Ferne Animal Sanctuary
* Full valid UK driving licence

**Desirable**

* Chainsaw certificate
* Pesticide certificate
* Grounds management qualification

**PERSON SPECIFICATION**

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| **Qualification/Experience/Quality** | **Essential** | **Desirable** |
| Education and Experience | GCSE Maths and English or equivalentExperience in grounds maintenance and management | Grounds management qualificationUnderstanding of health and safety incl risk assessments |
| Abilities/special aptitudes | Physically fit and able to carry out duties including lifting and use of power toolsFlexible and adaptable to changing needs of the sanctuaryAbility to use initiative when working unsupervised |  |
| Key skills and competencies | Good command of written and spoken EnglishGood organisational skillsBasic understanding of safe use of chemicals |  |
| Other | Valid driving licenseAbility to work weekends, bank holidaysA flexible approach |  |

**Conditions of Employment**

Hours: Full-time – 40 hours per week, 9am – 5 pm Monday to Friday, excluding 1 hour for lunch.

The Sanctuary operates a time off in lieu (TOIL) policy.

Salary: £ k per annum

Holidays: 28 days including bank holidays.