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**Ferne Animal SANCTUARY - JOB DESCRIPTION**

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| **Job Title:** | Estates WoRKER - Grounds |
| **Reports to:** | Estates Manager |
| **INTERFACES:** | CEO  Re-Homing Manager/Animal Care Manager  Head of Kennels/Senior Kennel Attendant  Senior Management Team  Administration Team  Trustees  Employees  Customers  Community |

**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 equivalent  Experience in grounds maintenance and management | Grounds management qualification  Understanding of health and safety incl risk assessments |
| Abilities/special aptitudes | Physically fit and able to carry out duties including lifting and use of power tools  Flexible and adaptable to changing needs of the sanctuary  Ability to use initiative when working unsupervised |  |
| Key skills and competencies | Good command of written and spoken English  Good organisational skills  Basic understanding of safe use of chemicals |  |
| Other | Valid driving license  Ability to work weekends, bank holidays  A 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.