



**FERNE ANIMAL SANCTUARY
JOB DESCRIPTION**

JOB TITLE:	Assistant Manager Estates
REPORTS TO:	Estates Manager
INTERFACES:	CEO, Estates Manager, Senior Management Team, Animal Care, Visitors, Trustees
JOB BRIEF	Reporting to the Estates Manager and supervising in their absence you will be responsible for a small team who are accountable for the maintenance of buildings, services, and grounds across the site. The role would suit someone with varied practical skills and an ability to use their initiative to tackle issues that arise. A full driving license is essential, and qualifications in relevant skills or previous experience of similar roles in horticulture, agriculture or building maintenance would be desirable as would supervisory experience.
MAIN PURPOSE:	To ensure that the grounds, services, and buildings are kept up to a safe and manageable standard by completing remedial and proposed works. To make sure all areas are kept presentable and to the appropriate standard at all times.

KEY TASKS AND RESPONSIBILITIES

- To support the Estate Manager by ensuring routine tasks are carried out by the Estates team in a safe and efficient manner.
- To deputise for the Estates Manager in their absence by reporting to SMT and Trustees.
- To liaise with supplier and contractors on site to ensure all works are completed on time and to a high standard.
- Support the work of the Animal Care team by ensuring all buildings and services are well maintained and safe to use.
- To lead the Estates team on a day to day basis ensuring all works are completed to the correct timescales.
- To identify any issues across the site and report them to Estates Manager and assist with any repairs needed.
- To assist with grounds maintenance to ensure the appearance of the site is kept to a high standard.
- To maintain all vehicles, machinery and tools and ensure they meet current regulations and Health and Safety standards.
- To assist the Retail team on site and in our shops.
- To support and liaise with the Animal Care team in seasonal agricultural duties such as spraying, fertilizing, fencing, and bailing.

ACTIVITIES

- To follow health and safety procedures and comply with company policies.
- To always maintain a professional and polite manner to everyone on site.
- To behave in a professional and polite manner when representing Ferne in vehicles.
- To ensure high standards of cleanliness around the sanctuary at all times.
- To work on any special events at Ferne.
- To attend any training courses and meetings as requested.
- To be available to provide cover for staff in an emergency.
- To undertake any other duties that may reasonably be expected of an Assistant Manager, as requested by members of the Senior Management Team (SMT).

PERSON SPECIFICATION PEOPLE & BUSINESS ADMIN

Criteria which will be used in shortlisting and selecting candidates

QUALIFICATION / EXPERIENCE/ QUALITY	ESSENTIAL	DESIRABLE
Education	Good standard of general education including English, both written and oral and mathematics	Emergency First Aid at Work
Abilities	Clean Driving License Experience of tractor driving and use of agricultural machinery Good problem-solving skills and positive attitude to work.	Chainsaw Certificate Fencing Experience Welding Experience General Building Skills
EXPERIENCE	To have worked as part of an Estates Team either buildings or agriculture. Supervisory Experience	Experience of Microsoft Office and applications incl outlook, word and excel
Other	Ability work weekends and bank holidays on a Rota basis.	