

BURDETT FARMING LIMITED

Job Description



Working Farm Manager

Location	Reports to	Salary
Bore Place, Chiddingstone, TN8 7AR	Dan Burdett - Burdett Farming Ltd	Negotiable depending on experience

Mission for the role

Bore Place is set in 500 acres of countryside encompassing an organic dairy farm, organic market gardens, venue, and environmental education centre, as well as programmes providing opportunities for vulnerable and disadvantaged young people. Bore Place is run by the Commonwork Trust, a registered Charity.

Your role is to manage the 500 acre/ 200 cow Organic Dairy Farm and support its mission to be a leading example of regenerative farming for food, nature and people. You will work for Dan Burdett Farming Ltd who runs the organic dairy farm in partnership with the Trust.

Key tasks

- Day to day running of the organic dairy farm - managing the dairy, herd and crop production, in line with organic farming standards
- Set and deliver annual plans and targets for the farm and staff to improve farm and herd performance
- Proactive financial management of the dairy farm including setting annual budgets, proactive financial management and monthly financial review
- Proactive management of the Bore Place Estate for regenerative farming, nature and education outcomes in collaboration with the Bore Place team.
- To ensure that the farm is at all times an outstanding example to visitors.
- Proactive staff management of 2 staff members and contractors.
- Maintain and build strong working relationships with landlords.
- Undertake proactive management of health and safety standards across the farm estate.
- Enable development and delivery of further farm enterprises.
- Proactively work with the Bore Place CEO and Estates Committee to develop the strategy for Bore Place.
- Represent the Farm at Farm Cluster meetings and Quarterly Trustee Meetings.

Direct Responsibilities

Dairy Unit

- Manage the welfare and day to day management of the herd.
- Dairy Hygiene Inspection and other Inspections in accordance with the Food Standards Agency, Soil Association, Farm Assurance Schemes and the milk buyer.
- To contribute to the development and changing needs of the Dairy Unit.
- To ensure the farm is kept clean and tidy at all times.

General Cow Management and Milking

- To lead the team, set weekly rotas and undertake milkings and tasks as part of the team.
- To ensure that all stock is cared for to the highest standard of husbandry in accordance with the Herd Health Policy and other Farm Policies.
 - To manage and implement footcare programmes, control lameness and support the herdsman in performing routine foot trimming.
 - To take responsibility for and be involved in the night inspections of calving and bulling cows.
 - Ensure that assistance is given to calving cows when required and that standards of hygiene and colostrum management are high.
 - To monitor cell counts and clinical mastitis and control them accordingly, working closely with the Vet.
- To ensure that stock are safely secured at all times and that their whereabouts are clear to all members of staff and the owners at all times.
- To monitor and record the storage and usage of medicines and help reduce the use of medicines in the herd.
- To ensure cows are milked according to management policy, to include:
 - Frequency
 - Milking times
 - Milk quality targets
 - Somatic Cell Count targets
 - Compliance with dairy hygiene regulations.
- To ensure the agreed policy on feeding and watering is effectively implemented and participate in feeding all stock.

Staff Management

- To ensure that daily tasks are properly resourced and allocated to competent persons.
- To manage staff in accordance with Farm policies.
- To train and develop all staff and ensure that agreed training is carried out.
- To develop good relations between all members of staff, farm owners, suppliers and customers of the dairy unit.
- To work to avoid conflict and resolve conflict quickly when it arises.

Financial management

- To prepare annual budgets, undertake proactive monthly financial review and identify solutions and changes to keep budgets on track.
- To proactively manage costs to ensure that budgets are met.

Cow Breeding

- To contribute to and implement the breeding policy and targets set for block calving, using our Cow Manager heat detection programme.

Grassland Management

- To contribute to and implement the policy and targets on grassland and forage utilisation.
- Carry out weekly measurement of the grass covers.
- Utilise Agrinet software to produce a weekly feed-wedge.
- Liaise weekly with Dan Burdett on changes to grazing plans during the season.

Youngstock

- To be accountable for youngstock rearing to ensure at all times youngstock are meeting target live-weight gains.

Continuing Training

- To keep up to date with current farming practices, attend relevant courses, vet meetings and give feedback to other members of staff where relevant.
- To identify own training needs in conjunction with an annual appraisal by the employer.

Wider responsibilities

- Work as part of the wider Bore Place Team to deliver Bore Place regenerative land management and education outcomes:
 - Support the onsite education programmes with farm tasks and provide weekly placements for vet or agriculture students.
 - Deliver the habitat and species improvements in partnership with the onsite ecology team.
 - Proactively work with the Bore Place CEO to develop the strategy for Bore Place.

Person specification

Knowledge, Experience and Qualifications

- Degree or equivalent qualification and/or experience in agriculture.

Essential

- Proven track record of improving the productivity of a dairy herd with little or no supervision.
- Proven ability to lead and inspire a small team whilst working directly as part of the team on a day to day basis.
- Proven financial and cost management.
- Working knowledge of managing pasture and forage.
- Practical experience of managing youngstock.
- Practical experience of operating relevant farm machinery.
- Record keeping, Hygiene standards, H & S Regulations.
- Experience or an interest in organic farming systems and a commitment to conservation, sustainability and organic principles.

Skills and Abilities

- Energy and drive

- Good IT skills
- Proven financial skills
- Good communication skills
- The ability to manage a varied and pressured workload.

Benefits of the role and working at Bore Place

- Along with this progressive opportunity, a competitive salary dependent on experience is offered, together with a house on the farm with Council tax paid by the employer (all other utility bills to be paid by occupant).
- A diverse role within a growing organisation with clear accountability.
- 28 days paid holiday - including bank holidays.
- Coaching and support.
- Opportunity to undertake further learning and training.

Right to work in the UK

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.

Diversity

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

Safeguarding and DBS

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.