



Position Description

Farm Operations Manager

Collingwood Children's Farm

The Farm Operations Manager reports to the General Manager and is responsible for directing the day-to-day on ground operations of the farm. Head Gardener, Head of Animal Husbandry and Buildings and Grounds Maintenance team are direct reports to the Farm Operations Manager. The Farm Operations Manager oversees the Farm Operations Budget.

Position Objective

The Farm Operations Manager is charged with developing long and short term plans and is responsible for overseeing the worksite, coordinating all farm operational activities including: general day-to-day maintenance of farm site including farm buildings and equipment; garden and animal requirements; and, in consultation with the Community Engagement Manager, work for volunteers and community programs on the farm.

Organisational overview

The Collingwood Children's Farm is an iconic not-for-profit urban farm situated on the Birrarung on Wurundjeri Land in Melbourne. Boasting an extensive range of animals and garden spaces, it is open to the public all year round offering visitors the experience of farm life in the inner city.

The farm operates a range of programs and activities supporting children and people experiencing adversity via their school educational tours, Young Farmers and disability support programs. It also plays a key role in engaging the community by hosting a number of popular events that promote agriculture and local produce in Victoria.

The success of the farm relies heavily on word of mouth and the community effort with staff and volunteers working collaboratively to maintain the farm, keep it sustainable and to ensure visitors have a great experience.

Farm Operations Manager: Key Responsibilities

Coordinating maintenance of farm site: grounds, buildings and equipment/machinery

- With the Farm Maintenance staff, develop a yearly/seasonal/monthly maintenance plan for grounds, site, buildings, equipment and machinery.

- Ensure the farm's assets are appropriately protected, maintained and replaced as necessary.
 - Ensure maintenance records as required are maintained.
- Ensure all staff on ground are adequately trained in use of machinery and tools at all times.
- Oversee the daily activities on ground and ensure compliance and safety of all staff, volunteers and visitors.

Support coordination of Garden Program

- Support the Head Gardener to fulfill their responsibilities within the broader CCF mission
- Support the Head Gardener to develop garden programs which develops opportunities for volunteers, work experience and educational programs in collaboration with the the Community Engagement Team
 - Provide support to assist the Head Gardener in the coordination of the growing and maintenance of all garden spaces on the Farm including management of weeds, disease control and minimisation, irrigation, garden infrastructure
- Provide leadership and assistance in developing opportunities for garden programs to facilitate community skill development in consultation with *Community Engagement Manager*.
- Ensure maintenance and administration of garden records and documents to ensure compliance.
 - Ensure best practice in the gardening operations and land management.

Support coordination of the animal husbandry program

- Support the Head of Animal Husbandry to fulfill their responsibilities within the broader CCF mission
- Support the Head of Animal Husbandry to develop programs which develop opportunities for volunteers, work experience and educational programs in collaboration with the the Community Engagement Team
- Provide leadership and assistance in developing animal husbandry programs to facilitate community skill development in consultation with *Community Engagement Manager*.
- Oversee the *Head of Animal Husbandry* in maintaining administration of animal husbandry records, including vaccination and breeding to ensure compliance with Ag Vic standards.
 - Support the *Head of Animal Husbandry* to coordinate effective and sustainable care for animals to ensure their welfare and management of disease.
 - Ensure best practice in the animal husbandry operations and land management.

Landcare and Revegetation program

With the Head of Animal Husbandry and the Head Gardener:

- Ensure relevant external sources are regularly consulted to ensure best practice is carried out at the Farm
 - Maintain consultative and positive relationships with WWCHAC's Narrap team
 - Create a plan for the effective care and revegetation of the farm site.
 - Work with the leadership team to ensure landcare and revegetation activities are included in the farm operational plan.
- Work with the leadership team to allocate resource to the landcare and revegetation activity on the farm.
- Ensure farm site kept at optimal level by communication with the entire farm team regarding landcare and revegetation activities.

Quality and OH&S

- Ensure all staff adhere to all Farm OH&S processes and procedures.
- Ensure compliance to all government legislated requirements.
- Develop and update effective OH&S procedures and ensure these are communicated to the whole team.
- Report workplace hazards identified during the course of work and maintain a safety inspection checklist.
- Follow safe work procedures and ensure all clients, program participants, and visitors are made aware of safe work practices and behaviour.
- Follow the emergency management plan and ensure all staff, clients, volunteers and visitors are aware of it.
 - Apply and promote organisation policies in all work practices.
- Develop, follow and direct all biosecurity and quarantine requirements for the Farm.
- Manage contracts with contractors and trades people. Ensure they meet and OH&S protocols and have completed SWMMS where necessary.
 - Update and maintain all Safety Data Sheets
 - Update and maintain all first aid requirements.

Coronavirus Safety Management

- Develop and update the Farm's Covid Safe Plan
- Update and ensure Covid Safe Practice across the site for all staff, volunteers and visitors
 - Ensure all appropriate signage is displayed for staff, volunteers and visitors
 - Ensure adequate supplies of disinfectant, hand sanitiser and containers are always available.

Grant Writing and Acquittal

- Support in seeking and applying for grants to support all works on the Farm.
- Support Farm Operations team in managing, documenting and acquitting grant applications

Farm Experience and Farm Programs

In consultation with Community Engagement Manager:

- Plan allocation of staff and volunteers based on their skills and interests to ensure effective and engaging farm experience for visitors and school groups.
- Work with the community engagement team to ensure appropriate staff are assigned to the various education programs to ensure learning and meaningful task allocation.
- Assists in preparing for and running events and tours.

Day to Day Farm Tasks

- Carry out tasks on the farm as outlined in the farm operational plan and daily/weekly/monthly task allocation.

Staff Relations

- With the leadership team, assist in recruitment, employment, supervision and induction of personnel, both paid staff and volunteers.
- Provide leadership and input into the farm labour structure and schedules to create a cohesive, efficient and motivated crew.
 - Consult with staff and volunteers when developing work plans.
- Lead the allocation of work tasks to ensure successful implementation of farm work plan.
 - Conduct regular performance evaluations for direct reports.
- Encourage staff and volunteer development and education, and assist staff in relating their specialised work to the total program of Collingwood Children's Farm.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Ensure safe work practices are followed and staff, volunteer and visitor health and wellbeing is at top of mind at all times.

Finance

- Using knowledge of farm operational requirements and plans, assist in the development of the farm's budget.
 - With the Business Manager, provide financial oversight for farming operations.
 - Ensure any funding spend is approved through the appropriate delegation channels.

Additional Responsibilities

All Collingwood Children's Farm Staff work together for the success of the organisation as a whole

- Attend staff, board, and other relevant meetings as necessary.

- Lead tours, provide information and education and assist with events as necessary.
 - Support with any fundraising initiatives.
 - Take on additional tasks as directed by the General Manager

Key Selection Criteria

It is expected that the successful applicant will be able to demonstrate the following:

- Significant experience in managing the daily operations of a community farm or similar.
 - Significant experience supervising staff and/or volunteers.
 - Demonstrated understanding of farm machinery and equipment. • Demonstrated understanding of managing food production and animal welfare in an urban environment.
- Open to new ideas and willing to embrace change in the face of ever changing trends and landscape.
 - Self-starter who is willing to be accountable to stated goals.
 - Commitment to integrity, mission and service.

Other

- Commitment to the vision, philosophy, aims and objectives of Collingwood Children's Farm.
 - Computer skills; proficiency in Microsoft and Google applications. • Current Victorian Driver's Licence.
- Relevant Farm and plant and equipment certificates (e.g white ticket, chainsaw and bobcat licences) preferable.

Child-safe organisation: CCF has a zero tolerance for child abuse and is committed to the provision of a child-safe organisation. All CCF staff must undergo a Police Check and Working with Children Check prior to commencement.