

Job Description and Person Specification



Job Description

Job Title	Stockperson
Grade	3
Service	Adult and Older People's Social Care
Reports to	Senior Support assistant
Location	Brandon Wood Farm
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



The Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expect all staff and volunteers to share their commitment.

About the Service your team will provide

Purpose of the role / Output

Under the provision of the Senior Stockperson, assist with the management of livestock and grassland. Provide support, advice and guidance on matters relating to agricultural activities to staff, service users and visitors to the centre.

Main Duties & Key Accountabilities

Core Knowledge

1. To undertake the duties of the post in accordance with relevant laws and regulations relating to livestock and pasture management and health and safety, including the operating of machinery.
2. Under the guidance of the Senior Support Assistant provide support, advice and guidance to group or individual activities, in respect of agricultural activities.
3. To assist in the day-to day record keeping on matters pertaining to livestock and alert the Senior Support Assistant/Support Coordinator to any developments causing concern related to animal welfare.
4. To attend meetings and contribute to the work of the team on a regular and ongoing basis.
5. To attend appropriate training course as required
6. To assist with:
 - Livestock purchase and sale
 - Purchase of agricultural feed
 - Maintaining good environmental conditions for livestock as laid down by the Senior Support Assistant, including shelters, bedding and fencing
 - Grassland management, i.e., weeds and pest control

- **Security of farm buildings and equipment**
- 7. To follow laid down procedures and policies relating to finance, confidentiality and record keeping**
 - 8. To work flexible hours the week, including evenings, weekends and bank holidays**
 - 9. Under the guidance of the Support Coordinator, act in the absence of the Senior Support Assistant, in respect to the daily management, welfare and security livestock**
 - 10. To maintain an awareness of your own and other responsibilities for Health and Safety in the workplace.**
 - 11. Any other duties and responsibilities withing the range of the salary grade.**

Key relationship

External Vets Friends of Brandon Wood (Wood management) Land Management companies Neighbouring Farmers General Public (using woods) Payback Scheme (onsite at weekends) Trainers	Internal Whitley Depot- Repairs Trainers Social Workers Support Coordinators and managers of Day services
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
To have knowledge of and be able to demonstrate, a commitment to the City Council's Equal Opportunities Policy	
Of the welfare of livestock, e.g., feeding, routine tasks and grassland management	
Of the Health and safety Regulations in respect to DEFRA, keeping abreast of legislation, as well an awareness of general Health and Safety issues/Risk Assessment Processes	
To Identify sick animals and when to take appropriate action	
Skills and Abilities	
Effective communication-verbal and written	
The handling of large and small animals	
To appropriately restrain and isolate a sick animal	
To drive tractor and other associated machinery	
To administer drugs to animals, e.g, orally, subcutaneously and intramuscular	
To impart skills and knowledge to a variety of people, both as individuals and as a group	
To be able to support people with learning disabilities and/or Autism in achieving their person goals	
To appropriately manage service users who display behaviour that sometimes challenges the service	
To work alone and use initiative within the policies and procedures of Coventry City Council and Brandon Wood Farm	
Commitment to personal development, participating in any training relevant to the role	
To apply knowledge of health and safety into the various tasks and undertakings	
To contribute to the development of the farm	
Experience/Qualifications	
An NVQ 2/Diploma Level 2 qualification in an area of animal care or Proven experience working with animals on a farm.	

Verbal and written English skills; basic mathematical skills.
Special Requirements
• Available to work flexible hours over the week, including evenings, weekends and bank holidays.
• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment
• This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

Date Created	February 2009	Date Reviewed	September 2025
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