

Position Description

Farm Hand – Animal Husbandry Collingwood Children’s Farm

The Farm Hand reports to the Head of Animal Husbandry and is responsible for ensuring day to day care and welfare of the animals at the Collingwood Children’s Farm.

Position Objective

The Farm Hand – Animal Husbandry is charged with daily care to ensure the needs of the animals on the farm are met.

Organizational overview

Collingwood Children’s Farm is an iconic non-profit Community Farm situated on Wurundjeri Land on the banks of the Birrarung in Melbourne. With extensive pasture, gardens and a range of livestock, the Farm is open to the public all year round and offers visitors a taste of farm life in the inner city.

The Farm operates a range of inclusive programs and activities that support people of all ages experiencing adversity, provides education opportunities to children, young people and adults and brings people closer to nature. The Farm also plays a key role in engaging the community, hosting a number of popular community events that celebrate Victorian farmers and producers.

The Farm’s success relies heavily on word of mouth and community effort, with staff and volunteers working in collaboration to maintain the farm, ensuring its sustainability and seeing that visitors to the Farm have a wonderful and unique experience.

Farm Hand – Animal Husbandry Responsibilities

Animal Care and Welfare

- Observe animals for signs of illness, injury, or unusual behaviour; notifying Head of Animal Husbandry as needed.
- Monitor and provide animal care, maintenance, or breeding; or loading and transfer activities to ensure work is done correctly.
- Instruct other workers, volunteers, clients, program participants, visitors in animal care procedures, maintenance duties, and safety precautions.
- Treat animal illnesses or injuries, following experience or instructions from Head of Animal Husbandry and /or veterinarians.
- Follow assigned tasks and work with volunteers, clients, program participants, visitors with tasks such as feeding and treatment of animals, and cleaning and maintenance of animal quarters.
- Perform all animal care duties as allocated.
- Prepare paperwork and reports as requested concerning facility activities, and animal treatment.

- Consult with Head of Animal Husbandry to determine production requirements, conditions of equipment and supplies, and work schedules.
- With Head of Animal Husbandry, study feed, weight, health, genetic, or milk production records in order to determine feed formulas and rations and breeding schedules.
- Assist team in maintenance and repair of facilities.
- Assist Head of Animal Husbandry to inspect buildings, fences, fields or ranges, supplies and equipment in order to determine work to be performed.
- Support Head of Animal Husbandry to establish work schedules and procedures.
- Arrange for transport of animals, equipment, food, animal feed, and other supplies to and from worksites.
- Support Head of Animal Husbandry to plan budgets and arrange for purchase of animals, feed, or supplies.

Pasture Management

- Monitor and maintain pastures at an optimal level for the animals.
- With the Head of Animal Husbandry, create and implement a pasture management plan to ensure pastures are not overgrazed.

Quality and OH&S

- Ensure all Farm OH&S processes and procedures are followed.
- Ensure compliance to all government legislated requirements.
- 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 when around the animals to ensure the animal's safety as well as the persons.
- 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.
- With Head of Animal Husbandry, develop, follow and direct all biosecurity and quarantine requirements for the Farm.

Farm Experience and Farm Programs

- Work with Farm Operations Head of Animal Husbandry to ensure effective and engaging farm experience for visitors and school groups.
- Work with the community engagement team to ensure education programs are effective and meaningful tasks are allocated.
- Assist in preparing for and running events and tours.
- With the farm team, identify the various farm activities and where they align with the farm experience.
- Managing visitor communications.

- Helping visitors feel welcome and supported.
- Run farm tours for visiting groups.
- Run education programs on various elements of the farm.
- Support visitors in experiencing hands-on tasks within the farm such as collecting eggs, weeding, feeding the animals, cuddling animals etc.
- Support with events such as group farm experiences.
- Support with the evaluation of the farm experience program.

Work Experience and Volunteers

- With the work experience groups and or volunteers, assist with planning activities and allocate tasks to ensure the outcomes of the work experience program are achieved.
- Work with work experience clients and or volunteers to ensure the overall wellbeing of work experience clients and meaningful tasks are allocated based on the needs of the farm matched to the skills of the work experience clients.

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

- Consults with Head of Animal Husbandry for development of work plans.
- Follows allocation of work tasks to ensure successful implementation of farm maintenance work plan.
- Participates in regular performance evaluations.
- Ensure safe work practices are followed and staff, volunteer and visitor health and wellbeing is at top of mind at all times.

Additional Responsibilities

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

- Attend staff, 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 Farm Operations Head of Animal Husbandry

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.