



Connecting people with nature | Cysylltu pobl â byd natur

Canolfan Gadwraeth Fferm Denmark Farm Conservation Centre
Betws Bledrws,
Llamedr Pont Steffan
Ceredigion, SA48 8PB

The Position of Facilities Manager Information Pack for Applicants

Background to the Shared Earth Trust and Denmark Farm Conservation Centre

Denmark Farm Conservation Centre near Lampeter in West Wales is a nature reserve and visitor centre, which is run by the Shared Earth Trust charity. The 40 acre site provides trails, public access, eco-friendly holiday accommodation, volunteering and training courses in conservation and natural crafts. All surpluses generated by these activities are fed back to our charity, which promotes an awareness and connection with nature, and delivers environmental education.



The charity was first set up in 1987 at Denmark Farm, mid-Wales, in direct response to the national decline in wildlife habitat and the reduction of biodiversity on farmland. Like many others farms, Denmark Farm had been progressively intensified. A more traditional grazing system using cattle rather than sheep was set up. Haymaking, blocking field drains, stopping most fertiliser input and fencing off overgrazed hedgerows, streams and

ditches all helped to 'kick-start' natural processes. The resulting changes in biodiversity have been monitored and show:

- a three fold increase in nesting birds;
- fields once dominated by rye grass are now rich in flowers, grasses and sedges;
- the lake and ponds now support 14 species of breeding dragonfly and damselfly;
- large populations of small mammals, butterflies and ground invertebrates have returned to the meadows and pastures.

The charitable aims and objects of The Shared Earth Trust are:

- (1) To promote the protection, conservation and restoration of flora and fauna and their habitats, including through the establishment, preservation and maintenance of Denmark Farm Conservation Centre.
- (2) To advance the education of the public in the study of flora and fauna and their protection, conservation and restoration including by providing workshops, training courses, and promoting research and sharing and disseminating the results of such research for the benefit of the general public.



'Before' Denmark Farm in 1985



'After' Denmark Farm in 2000

Denmark Farm Conservation Centre is an accessible and well used nature reserve, well known locally as a place to simply walk and appreciate nature. The board walk areas are of real benefit for parents with young children in pushchairs and also wheelchair users. A network of trails, reaching all parts of the reserve, is available for those more able. Our established wildlife garden area, lakeside wildlife viewing shelter and woodland roundhouse make good stopping off and resting points to slow down and appreciate the great diversity all around. We make no charge for visitors to walk around the trails.

Our website www.denmarkfarm.org.uk provides more details of our history and on-going work to engage the public.

Facilities Manager

The Facilities Manager role covers responsibilities relating to the physical buildings and assets at Denmark Farm Conservation Centre (see Job Description below).

It does not include the ecological management of the nature reserve which is the responsibility of a separate job role.

The successful applicant will be joining a small team of part time employees.

About this post:

- It is a permanent post
- Part time 0.6 FTE (equivalent of three days per week)
- Based at Denmark Farm Conservation Centre
- Involves flexible hours working
- Offers a salary of £25,000 per annum (pro rata)
- Offers an option to join a pension scheme
- Reports directly to the Board of Trustees of the Shared Earth Trust

The appointment will be subject to satisfactory references and an enhanced DBS check because the work may involve contact with children and young people under the age of 18.

The appointment will be confirmed after satisfactory completion of an initial probation period of 12 weeks which may in certain circumstances be extended.

The Shared Earth Trust has a full range of policies including Equality, Diversity and Inclusion and Welsh Language. Policies are available on request.

We are looking for someone who:

- Has experience of managing an ongoing programme of maintenance, repairs and upgrades of buildings and associated infrastructure such as boilers and heating systems.
- Can develop the maintenance programme in consultation with the trustees and then work within an agreed budget.
- Has experience of completing health and safety and other risk assessments for sites, premises and people, including risks associated with public access, and keep accurate records.
- Has worked in small teams where good communication and a flexible approach to working with others can be demonstrated.
- Has experience of doing tendering exercises for goods and services and overseeing the work of contractors and other tradespeople.

We are not necessarily looking for someone who has the relevant knowledge, skills and experience to do the work themselves.

In addition, it will be an advantage for the postholder to be:

- A Welsh speaker or Welsh learner
- A holder of current first aid certificate

Recruitment Process

Please submit a CV including qualifications, work experience and details of two referees, and a letter of application.

The letter of application should not exceed 2 pages and must cover the following questions:

- Why are you a suitable candidate for this post?
- How do your experience and skills meet the requirements of the post?
- What attracts you to working for the Shared Earth Trust charity at Denmark Farm Conservation Centre?

The application should be submitted by email to trustees@denmarkfarm.org.uk by 27/02/23.

Interviews will take place at Denmark Farm Conservation Centre during March 2023.

