

## Role Profile

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**Job Title:** Trainee Farm Manager  
**Department:** Growing and Harvesting  
**Reports To:** Farm Manager  
**Location:** Pleroma

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### Role Overview

Under the direction of the farm manager the trainee Farm Manager will be responsible for a mushroom production facility with a workforce of c70 people and a production of 50 MT weekly. The Trainee Farm Manager will be required to assist the farm manager with the following:

- The overall day to day running of the farm operations
- Lead and direct the work of all employees on site
- Oversee all aspects of company policy, production methodology and site initiatives
- Continuously improve the process / standards of the site and implement changes as required

### Main Duties

- Overall responsibility for managing farms resources including people, growing houses and equipment
- Must engender team work within farm and across site and drive performance in all areas but with specific focus on Yield, pick rate and cost.
- Responsible for agreeing production with the supply side of the business and following and driving the daily performance of the farm to ensure that production targets and quality parameters are met
- Working with the farm manager, the trainee farm manager is responsible for managing the performance of people (including discipline):
  - Identify recruitment needs – maintain sufficient staff levels in all departments on site
  - Identify training needs and implementing – ensure that all staff receive sufficient training to enable them to carry out their duties in the most efficient manner possible
  - Inputting into the budgetary process
  - Health and safety responsibility
- Must be able to cover for growing and harvesting managers and have basic knowledge of mushroom growing and harvesting
- Sign off all hours on a weekly basis for the wage department
- Completion of all necessary paperwork relating to the Management role
- Effective communication with QA Department, Trading Desk, Senior Grower & Supervisors.

This is not an exhaustive list and is subject to change and amendment.

## Competencies to perform the role

- Plans for Success – Develops project plans required to implement projects and programmes of work; defines risks and benefits of work and pro-actively manages
- Solves Problems – Recognises and balances the different interests of stakeholders when making decisions
- Acts Commercially – Creates a business case for business projects when required
- Builds Teams – Works collaboratively and encourages cross disciplinary working between teams
- Customer Focus – Proactively seeks customer feedback and acts upon it
- Leads Change – Challenges the current perspective to drive continuous improvement
- Leads Authentically – Challenges processes which are ineffective providing direct and timely feedback; finds the right balance between frankness and respect; always delivers on work promises and deadlines
- Communicates Effectively – uses communication skills to influence colleagues and senior managers; switches easily from high level to detailed information as needed; reads and adapts to visual cues in a high pressured environment.

## Experience and Qualifications

- Proven track record in either growing or people management, ideally will have element of both, or demonstrate ability to develop both
- Fresh produce food production/agricultural/horticultural background
- Effective communication skills.
- Excellent organisational skills and attention to detail
- Demonstrated ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures
- Ability to address immediate problems, create instant, relevant decisions to ensure continuous customer satisfaction
- Ability to remain calm under pressure
- Ability to understand budgets, management accounts and product costings.

## Other significant role requirements

- Driving licence
- Valid Passport (no travel restrictions).