

Job Title	Operations Assistant		
Location	Kings Coppice Farm, Grubwood Lane, Cookham, Maidenhead, Berks SL6 9UB		
Division	The Copas Partnership & Copas Traditional Turkeys		
Reports to	Andrew Doyle	Title	Property & Events Operations Manager

<u>Type of position:</u> <input checked="" type="checkbox"/> Full-time – Salaried <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	<u>Period:</u> Permanent Full-Time Role	<u>Hours:</u> 5 days per week during seasonal periods will include weekend as required Extended seasonal hours to 7 days per week as required
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### GENERAL DESCRIPTION – ROLES & RESPONSIBILITIES

This role invites you to become part of the team of a diverse rural business ranging from Commercial Property Maintenance, Outdoor events (such as Henley royal regatta & Rewind Festival) and market leading poultry.

#### Key Responsibilities:

**Henley Regatta & Temple Island Meadows Events Venue** – Working with the Events team ensure the venue is maintained and deliver events beyond clients expectations. Showing leadership and professionalism amongst staff and contractors to deliver the highest possible standard of event. <http://www.templeislandmeadows.com/>

**Property** – Assisting all proactive and reactive property maintenance for our growing tenanted and non tenanted property portfolio <http://www.copas.co.uk/property/index.asp>

**Copas Traditional Turkeys** – Leading a team/s in Christmas turkey production as party of seasonal production management team and assisting with the turkey business as/if required. Training provided. <http://www.copasturkeys.co.uk>

### CORE ROLE – FURTHER DETAIL

#### Henley Regatta and Temple Island Meadows Events Venue

- Prepare and maintain the site under the lead of Andrew Doyle - mowing, strimming, and pruning, spraying, general estate maintenance and managing contractors whom assist in this throughout the year.
- Installing infrastructure for event utilising the team and working with contractors ensuring we are doing this in the most cost effective & efficiency
- Ensure all Health and Safety standards are adhered to e.g. Fire marshal, First aider
- Deliver Excellent customer service at all times
- 'Pack Down' site into storage within the predetermined dates.
- Assist with post event repairs e.g. grassland repairs

#### Property Maintenance

- Maintaining the company's property portfolio through Proactive and Reactive maintenance
- Surpassing tenant's expectations of repairs and maintenance
- Annual/regular repairs and maintenance e.g. Clearing our gutters, hedge trimming, pressure washing, resetting roller shutter doors etc. Snow clearance and gritting as required.
- Maintaining properties – Mowing, strimming, spraying, pruning etc as required.

#### General Operations

- Assisting in all operations team duties under manager e.g. Harvest, Turkeys
- Annual hedge trimming and tree pruning, felling and logging and implementing planting projects etc.
- Assisting in estate works/projects as required.

#### Copas Traditional Turkeys

- Support the turkey team throughout the year as required.
- Assist in the setup pre-Christmas production (November) and pack down (January)
- Team leader during Turkey Production stage (December). Full training will be given in this area.

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**EXPERIENCE & QUALIFICATIONS REQUIREMENTS**

**Essential Skills :**

- Training will be provided across all areas to grow candidate's skills. E.g. First Aid, Fire Marshall, Strimmer, Machinery maintenance. With further training ongoing.
- Strong work ethic
- Time management and organization
- Driving License - This role will be driving a number of different items of machinery on farms and roads plus will have the use of an estate/farm vehicle. It is essential that they are a confident driver to carry out all the duties for this role.

**Person Profile**

- Well presented
- Team player – communication, collaboration, and unity, are fundamental to the success of Threshold. Ability to be a team leader and team player depending on the area of work.
- Strong sense of personal responsibility and an eye for detail
- Self-motivated and committed
- Looking to grow and develop themselves and skills
- Good interpersonal skills

**Desirable Skills – Ongoing training provided as required if not in existing**

- Machinery Driver/ Licences e.g. diggers, forklift, tractor, chainsaw etc.
- Property maintenance/ Building experience
- Machinery maintenance
- Estate Experience
- Grounds care Experience

**N.B. No agencies, Thank you.**