



## FEARN · FARM

Fearn Farm has a rare and exciting opportunity for a Farm Administrator to be based on a large family farm in the Scottish Highlands. It is a progressive and secure farm business with modern facilities and excellent working conditions. This role is essential to the smooth day-to-day running of the office. The farm runs 200 pedigree Beef Shorthorns and Luings along with 2,500 breeding ewes (800 studs & 1,700 commercials) and 200 ha of arable, along with a large holiday house and contact-farming a local hill farm of 50 Luings and 400 ewes.

### **Duties will include, but are not limited to:**

- Upkeep of statutory beef, sheep & arable records
- Upkeep of farm assurance, and environmental scheme records and compliance
- General office duties, answering the phone, replying to enquires, filing etc.
- Input data in to pedigree databases
- Performance recording of stud livestock and analysing
- Analysing weights for performance
- Setting up and running our sales through Yourbid
- Designing sale catalogues and marketing material to promote the farm and our on-farm sales
- Managing our newsletter and creating campaigns to promote Fearn Farm
- Help organise and set up farm open days to host industry days, schools, colleges and LEAF open farm Sunday
- Willingness to assist on farm when required, i.e. tagging and performance recording lambs at birth

### **Requirements:**

- Previous experience of office administration
- Excellent IT (Excel, Word & Outlook) skills
- Exceptional communication skills
- A broad understanding of Agriculture in the UK
- Ability to work as part of a team and individually
- Willingness to work to a high standard
- Agricultural degree, HND or equivalent is desirable
- A flexible approach to work and changing priorities
- Full clean driving license

### **Job Package:**

A competitive package will be offered to the successful candidate. Hours are Monday to Friday with some weekend work at busier times of the year. Accommodation can be provided on site if required. You will also get Beef and Lamb Freezer packs throughout the year!

If you require more information or to apply for the Farm Administration Vacancy please email a copy of your CV and covering letter to [john@fearnfarm.com](mailto:john@fearnfarm.com).