



Assistant Winemaker	
Reporting to:	Director of Food & Drink
Working Hours:	Full time: 37.5 hours per week
Salary:	Scale Point 21-25 (£28,901 – £32,630)
Job Code	PC S5
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

This is a unique opportunity to join Plumpton College Wine Department and become part of our exciting growth and development. This new role is pivotal in this continuation.

We are an award-winning English Wine producer and a winner of the Queen's Anniversary Prize. The Prize recognises the work of the college as the sole innovator and developer of industry-led training and education programmes supporting the growth and sustainability of the English wine industry since 1985. As a progressive employer-college partnership we grown from foundation and degree programmes to an offer including a Master's programme, industry CPD and more recently introductory-level wine academies and apprenticeships.

You will play a vital and vibrant role in our winery and gain unrivalled experience in helping us developing cutting edge winemaking and training in this country.

We're searching for the best Assistant Winemaker to join us in our exciting and growing Wine Department at Plumpton College.

Job Purpose

To have day to day responsibility for the winemaking at Plumpton College under the direction of the Head Winemaker

Duties and responsibilities of the job

1. Main Duties

Responsibility for the day-to-day winemaking at Plumpton College under the direction of the Head Winemaker, ensuring and building on the good reputation for Plumpton Estate Wines

All related winemaking working under direction of the Head Winemaker including, but not limited to; Fruit receival, weighing and processing, grape processing, flotation, racking & transfers, additions and inoculations, must adjustments enrichment, de-acidification), fermentation monitoring including MLF, fining, stabilisation (traditional, additive, protein), filtration, bottling, tirage, labelling operations, disgorging operations, ensuring winery and surrounds cleanliness at all times, load riddling cages, load and unload gyro pallets, work flexibly in the winery and in both vineyard sites. Able to follow detailed instructions and take responsibility
Support the Head Winemaker by directing, organising, motivating, and training winery bank staff and students
Ensure safe working conditions are provided for yourself, our staff and the general public, at all time adhering to Health and Safety law and good practice
Keep up to date with new technology and production methods and be keen to look forward to future developments
Keep up-to-date all work in our winery software Vintrace and reporting; including H&S assessments and reports, quality control, stock recording, SALSA, COSSH.
Support the practical lessons in the winery working with the Lecturer to teach students use of the equipment and winemaking
To be responsible for stock-take for wine (working with the wine sales manager), chemicals and consumables- ensure ordering is done in advance of need
Using mechanical equipment safely and, where necessary, ensure other staff are fully trained and are also using equipment safely with appropriate PPE
Use and check maintenance plans for all equipment and ensure servicing is carried out when needed, keep an upto date maintenance log
Make sure that faulty equipment is taken out of use and are repaired, informing your line manager of repairs that need to be made
Monitoring the lists of the day to day winemaking requirements and carrying out
Supporting the Head Winemaker with managing the Winery budget
Ensure that the College mission statement and policies (including Health and Safety, Equal Opportunities, Inclusive Learning, Drugs, Harassment) are promoted to the student body
Undertake such other duties commensurate with the grade of the post as may reasonably be required by the Head Winemaker, Head of Department, member of Senior Management Team or the Principal
Ensure all required record keeping is kept up to date and accurate
Support the Head Winemaker with maintaining required sustainable practices by SWGB. Aspire to go above and beyond the certification requirements, in agreement with Director of Wine

2. Continuous Professional Development

Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.

Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.
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3. Other responsibilities and duties

To undertake any further duties commensurate with your role and responsibilities of the post allocated by the Line Manager, Director of Wine or a member of SMT.
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To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety.

Qualifications / Skills / Knowledge / Qualities

- Tertiary qualifications in oenology or relevant experience
- Forklift qualifications (or willingness to obtain)
- Computer literate
- Competent operator of all winery equipment
- Team player in a fast-growing department
- Full right to work in the UK.
- UK Driving Licence

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
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Commercial winery experience

Desirable Criteria

First Aid trained would be desirable Fork Lift Licence

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required, especially at harvest and to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal