# Job Description

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| JOB DETAILS | |
| Job Title | Activity Lead (Growing) - Tebay |
| Reporting to: | Manager (Tebay) |
| Accountable to: | Chief Executive Officer (CEO) (Mary Smith) |
| Location: | Tebay Services Northbound Orton, Penrith Cumbria CA10 3SB |

Summary

Growing Well is a farm-based mental health charity originating on Low Sizergh Farm near Kendal and recently expanding to second and third sites at Tebay Services Northbound and Egremont, West Cumbria.

The horticultural context is key to our charity as it provides a safe, supportive working environment to nurture mental health recovery. Growing Well works with people on a weekly basis to help rebuild a sense of purpose, to engage in meaningful and fulfilling activity and to build hope for the future.

Growing Well is undertaking an exciting new horticultural project at Tebay Services which aims to create and expand a commercial tree nursery to supply Cumbria-based planting schemes.

The role of the **Activity Lead (Growing) – Tebay** is to:

* Lead delivery of field-based, individual goals-based activity for adults experiencing mental ill health, in the context of a thriving commercial growing enterprise. This includes assisting in the effective delivery of annual crop plans to deliver 1.5 acres of horticulture and polytunnel cultivation at our site in Tebay including development of a new tree nursery.
* Work collaboratively with Mental Health Support Coordinator to establish the best occupationally-focused pathways to mental health recovery, tailored to each individual beneficiary’s goals.
* Deliver horticultural skills development to our beneficiaries as part of the horticultural activity; in tune with the season, the needs of the business and individual Volunteers’ needs with particular focus on heritage skills.
* Record, on Growing Well’s bespoke database, all social and vocational progress and achievements on behalf of each individual beneficiary.
* Ensure that at all times our site is safe, productive, excellently maintained and efficiently run.
* Work as part of a multidisciplinary team to create a culture of respect, inclusion and security.

All staff are expected to:

* Be involved in all aspects of the Growing Well community
* Uphold the values of Growing Well, including those of honesty, inclusion, equality, participation, empowering individual agency
* Be an effective communicator and encourage openness
* Contribute to providing an environment that is physically and emotionally safe

Key relationships

The post holder will develop strong links with:

* Beneficiaries
* Support Volunteers
* All Growing Well Colleagues
* Trustees

Support

**Line Management**

* Regular meetings with the line manager will take place. They will review all leave applications, including study leave, sickness/absence, return to work etc. and will participate in the annual appraisal process.

**Appraisal**

* The line manager will undertake annual appraisal with input from others as appropriate.
* The employee will be required to prepare for the appraisal and provide relevant data including caseload and outcomes.
* The employee will be supported to set goals for the forthcoming year.

**External (Group) Supervision**

* Regular (monthly) supervision will be available to, and expected of, the post holder
* Post holder will be required to review and reflect on their own practice and performance through effective use of supervision and appraisal.

**Continuing Professional Development**

* A CPD plan should be negotiated annually with your line manager and supervisor based on your appraisal goals.

**Study Leave**

* Study leave is allowed for up to 5 paid working days per year and £200 per annum, and can be taken over a 3 year rolling allocation, providing that it is within the charity’s resources to fund at that time.
* It will be considered/approved by your line manager, if it is necessary and/or advantageous to the performance of your job and the needs of the service will be able to be met in your absence.

Other

**Health and Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

**Risk Management**

All staff have a responsibility to report all accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

**Equality and Diversity**

All employees of Growing Well have responsibility to:

* Act in ways that support equality and value diversity
* Treat everyone with whom they come into contact with dignity and respect
* Act in ways that are in accordance with Growing Well’s ‘Code of Conduct’

**Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with Growing Well’s Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training.

**Information Governance**

The post holder must keep records and manage the records they create or hold during the course of their employment with Growing Well appropriately.

Entries into records (on paper, in an electronic format or both) must be legible, attributable, contemporaneous, signed and dated.  It is essential that information is accurate, complete and relevant.

The post holder is responsible for implementing and maintaining data quality and must follow Growing Well’s policies and procedures to ensure that all information is dealt with legally, securely, efficiently and effectively.

They must keep up to date with the requirements of information governance. This applies to information about volunteers, staff and organisational business.

Records must only be shared in a controlled manner subject to statutory legal requirements and agreed security, consent and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, General Data Protection Regulations, Caldicott Guidelines, and professional codes of conduct on confidentiality.

Job Description Agreement

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| Post Holder’s Signature |  |
| Date |  |
| Line Manager’s Signature |  |
| Date |  |

PERSON SPECIFICATION

POST TITLE: Activity Lead (Growing) - Tebay

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| Factor | Essential | Desirable |
| **Qualifications /Training** | Horticultural qualifications at a minimum of L2  Safeguarding  Mental Health First Aid | Obtained or working towards Level 3 Award in Education and Training (or equivalent)  Evidence of Continuing Professional Development  Horticultural Therapy |
| **Experience** | 2+ years’ practical experience of commercial (organic) production horticulture / market gardening, including field-scale and polytunnel horticulture  Training and presentation skills  Understanding of risk assessment and management  Understanding of safeguarding risk and management  Multidisciplinary team work | Practical experience of therapeutic growing for mental health  OR  Previous transferable work or personal experience of working with people with mental health needs  Previous transferable work experience of group delivery/ tutoring  Organic Standards and practice  Experience of managing and cultivating tree production – preferably in a commercial setting |
| **Knowledge** | Organic horticultural production and pest/weed control practices  Knowledge and understanding of mental health conditions  Understanding of team dynamics  Health, safety and risk awareness | Knowledge of health legislation and current practice  Knowledge of tree production standards and certification schemes |
| **Skills and Aptitudes** | A high standard of written and oral communication skills  A high standard of observational skills  Excellent problem solving ability  Ability to work single-handedly with individuals and groups  Ability to work autonomously  Ability to reflect on own skills and areas for development  Ability to work effectively with other disciplines/agencies both statutory and non-statutory | Management skills  Proficient in Word, Excel and database management  Financial awareness  Presentation skills  Group work skills |
| **Personal Circumstances** | Passionate about horticulture  Passionate about mental health  Excellent personal organisation skills  Physical fitness and the ability to work in physically demanding environments  Ability to work collaboratively as part of a team  Willingness to think about and change practices in light of beneficiaries’ needs  Highly motivated and self-driven  Commitment to upholding a  strengths-based culture  Willingness to work flexibly | D1 Driving Licence or willingness to obtain, and willingness to drive Growing Well’s minibus |
| **Other requirements** | DBS  Promote Equality and Diversity  Physical health – post involves working out of doors at times in adverse weather |  |

Person Specification Agreement

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| Post Holder |  |
| Date |  |
| Line Manager |  |
| Date |  |