# Job Description

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| JOB DETAILS | |
| Job Title | Manager (Tebay) – MATERNITY COVER |
| Reporting to: | Chief Executive Officer (CEO) (Mary Smith) |
| 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 a second site at Tebay Services Northbound, and a third in 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.

The role of the **Manager (Tebay)** is to:

* Manage the day-to-day operations at Growing Well’s 1.5-acre Tebay site and ensure that at all times our site is safe, productive, excellently maintained and efficiently run. This includes:
  + Safe and efficient service delivery
  + Effective delivery of annual crop plan and supply chain management
  + Financial management of the Tebay enterprise
  + Legal and Health and Safety management of the site
* Manage the delivery of therapeutic activity, skills development and support for up to 100 Volunteers (beneficiaries) per week.
* Line manage Tebay staff team (5 direct reports).
* Manage local fundraising and marketing initiatives with support from Growing Well Development Team colleagues.
* 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:

* Volunteers (beneficiaries)
* Support Volunteers
* All Growing Well Colleagues
* Trustees
* Local and partner Voluntary Organisations (mental health and horticulture)
* All visitors to site (including press and media)
* Relatives and other carers (when required)

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: Manager (Tebay)

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| --- | --- | --- |
| Factor | Essential | Desirable |
| **Qualifications /Training** |  | Leadership and Management  Business management  Project management  Education and Training (or equivalent)  Horticultural Therapy  Marketing  Evidence of Continuing Professional Development  Horticultural qualifications at a minimum of L2 (or equivalent) |
| **Experience** | Significant leadership and management experience  Training and presentation skills  Project management  Understanding of risk assessment and management  Financial management  Understanding of safeguarding risk and management  Multidisciplinary teamwork | Practical experience of therapeutic growing for mental health  OR  Previous transferable work or personal experience of working with people with mental health needs  Practical experience of commercial (organic) production horticulture / market gardening, including polytunnel horticulture  Previous transferable work experience of group delivery/ tutoring  Supply chain management  Marketing  Fundraising  HR processes  Organic Standards and practice |
| **Knowledge** | Knowledge and understanding of mental health conditions  Commercial supply chain operations  Understanding of team dynamics  Health, safety and risk awareness | Knowledge of health legislation and current practice  Organic horticultural production and pest/weed control practices |
| **Skills and Aptitudes** | Significant management skills  A high standard of written and oral communication skills  Proficient in Word, Excel and database management  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  Financial awareness  Presentation skills  Group work skills | A high standard of observational skills |
| **Personal Circumstances** | Passionate about mental health  Excellent personal organisation skills  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 / willingness to occasionally drive Growing Well minibus  Passionate about horticulture |
| **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 |  |