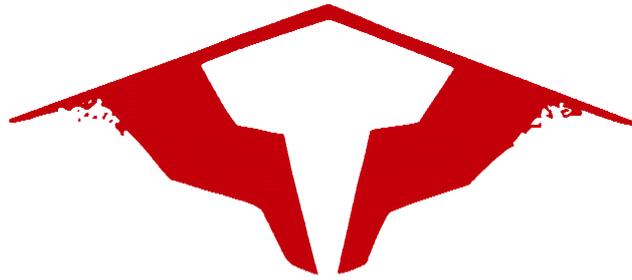


Human Resource Quality Manual 3	Issue Date: 17 th November 2011
Doc Code TCF/HR/F020	Issue 1



CAMPBILL COMMUNITY GLENCRAIG JOB DESCRIPTION

Situated in extensive grounds at Craigavad, Camphill community Glenraig exists to provide care, support and education for children, young people and adults with learning difficulties and, often, challenging behaviours.

Its approach, which is reflected in the statement of values that is included with the application pack for candidates, is based on anthroposophy, a philosophy established by Rudolf Steiner which recognises the uniqueness of each individual and focuses on the building of life-sharing community, adopting a creative, supportive and therapeutic approach and an openness to learn from each other and sustaining inclusivity, security and protection.

If the successful candidate is not already familiar with and supportive of this ethos, there will be an expectation of the willingness to learn and give it their full support.

The residents within Glenraig and people attending on a daily basis have complex needs, including learning difficulties of different kinds. They are taught and cared for in purpose-built accommodation and facilities by a combination of support workers, all of whom are accountable to the Chief Executive Officer.

Title of Post: Assistant Market Gardener	Location: Camphill Community Glenraig Estate
Accountable to: Market Gardener	
Purpose of the Job: To support the Market Gardener in the day to day activities of the organic food production gardens in line with BDAA standards. To support and assist with the supervision of Glenraig residents, day attendees along with their key staff in the development and maintenance of this day activity and production garden. To provide support and guidance to volunteers working within the Market Garden as directed by the Market Gardener.	
Salary/Hourly Rate: £16,434.60 per annum	Hours of Work: 35 hours per week 40 Summer Season and 30 Winter Season
Closing Date: 4pm Friday, 4 th September 2020	Length of Contract: 2 year Fixed Term Contract with Potential for Permanent

Key Duties & Responsibilities:

1. Food Production Garden

- Provide support to the Market Gardener by sowing, weeding, watering and harvesting crops as directed by the Market Gardener.

- To assist with the delivery of produce to Community areas including seasonal fruits and vegetables as directed by the Market Gardener.
- Support the Market Gardener with crop rotations and managing the production, storage and distribution of fruits and vegetables grown on site.
- Any other reasonable duties as required by the Market Gardener

2. Quality

- The Grower will follow emergency protocols put into place to maintain the safety of themselves, their colleagues and all those involved with the activity.
- The Grower will report and record all accidents and significant events
- The Grower will ensure work is carried out in line with best practice
- The Grower will have an awareness of all Camphill Community Glencraig’s policies and procedures and work within these

3. Financial

- The Grower will support the Market Gardener to ensure organisational resources are used in a cost effective manner
- The Grower will identify areas of cost saving within own remit of work where applicable

4. Learning and Development

- The Grower will participate in regular team meetings and attend supervision and annual appraisal reviews with their line manager
- The Grower will undertake all mandatory and developmental training as identified by line manager and that required of them to maintain any required professional accreditation.
- The Grower will reflect on Practice and learn from it contributing to own personal developmental.

5. General

- The Grower will deal with minor First Aid as required
- The Grower will be required to carry out any other reasonable duties as requested by their line manager
- The Grower will be aware of and act in accordance with Camphill Community Glencraig’s Health and Safety Policy.

Person Specification:

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

The following are essential criteria which will be measured at short listing stage:

Criteria	Essential	Desirable	Evidenced By:
Education/Training/Qualifications		NVQ level II or equivalent in a relevant subject area such as horticulture NPTC Level 2 Award in Safe Use of Pesticides OR recognised professional	Application form

		<p>qualification or certification in the use of agricultural chemicals</p> <p>Maintaining and using systems and processes (including IT)</p>	
Experience	1 years relevant experience of small scale commercial growing, ideally organic / biodynamic	Experience with integrated pest management	Application from Interview
Specialist Knowledge & Skills	<p>Excellent communication skills</p> <p>Excellent organisational skills</p> <p>Horticultural skills (including use of hand tools and machinery)</p> <p>Demonstrable interest in organic / biodynamic gardening, food production and a commitment to environmental sustainability</p> <p>A commitment to engaging with the service users, their key staff, the Farm and Estate staff and the wider community</p>		Application from Interview
Circumstances	Available to work evenings and weekends as required	Must hold a valid drivers licence with experience of driving agriculture machinery such as tractors	Valid diver licence, business insurance & MOT cert as relevant Interview
Other Requirements	<p>Valid work permit</p> <p>Access NI check</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Job References</p>		<p><i>Work permit</i></p> <p><i>Valid documentation</i></p> <p><i>Occupational Health questionnaire</i></p> <p><i>2 satisfactory references</i></p>

Benefits

- Starting on 20 days annual leave pro rata plus CCG recognises 12 statutory days
- Organisation Pension available on completion of probationary period
- Occupational sick Pay Scheme, increases with length of service

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:

hr@glencraig.org.uk

OR

HR Department

Camphill Community Glencraig
4 Seahill Road
Holywood
BT18 0DB

This Job Description is a general outline of the post as it is currently perceived by CCG. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as CCG aims to meet its vision and best respond to the needs of disabled people accessing our services.

CAMPBILL COMMUNITY GLENCRAIG IS AN EQUAL OPPORTUNITIES EMPLOYER



Glencraig

Our Mission:

Camphill Community Glencraig is a person-centred, therapeutic community where children and adults with learning disabilities can live a meaningful life and develop to their full potential through a holistic creative approach. We offer choice and purpose within a sustainable nurturing environment whilst working in close partnership with families and key stake holders in Northern Ireland.

Our Vision:

We have a vision of the world where children and adults, irrespective of ability, can live, learn and work together in a caring community, where positive life experiences within a natural and culturally rich environment, enable each individual to reach their destiny.

Our Values:

Positivity

Oppportunity

Transparency

Equality

Nature

Therapeutic

Inclusivity

Accountability

Life-Long Learning

Positivity

Our main priority is to support the well-being of those in our care at every opportunity. With a POSITIVE approach to life and work, we enable everyone to lead happy and fulfilled lives. We are prepared to take appropriate positive risks to support each individual to reach their potential.

Opportunity

We create diverse OPPORTUNITIES for all who live, learn and work within Glencraig, to develop creative and meaningful life skills, healthy social relationships and to experience a holistic approach to community life.

Transparency

We embed TRANSPARENCY within our professional model of practice and funding. We actively encourage good transparent governance and standards in our community, seeking continuous improvement.

Equality

In realising the EQUALITY and uniqueness of each individual, we go beyond appreciating and understanding the abilities of those in our care. By recognising their unique individuality and contribution, we focus on developing positive relationships through an inclusive team, where everyone is valued and empowered.

Nature

We are inspired and committed to creating a conscious life style. We are actively involved in reducing our environmental impact through caring for our land in an organic way that is respectful and sustainable whilst

using our natural resources responsibly. This allows everyone to grow by engaging with NATURE, in a way that supports development and well-being, in a nurturing environment.

Therapeutic

We are committed to creating a THERAPEUTIC environment where children, young people and adults are supported and cared for through a holistic person-centred approach that integrates home life, education and work. This is realised through connecting to natural rhythms which advance health and well-being. This approach meets the needs of each individual, creating a sense of belonging in the world and the confidence and independence to be participants in it.

Inclusivity

We create an INCLUSIVE, diverse community in which each member is accepted, appreciated and included. We are also committed to engaging with the wider community to promote cultural and creative opportunities, as well as innovative projects.

Accountability

Accountability is important to us and we hold ourselves individually and collectively ACCOUNTABLE for everything we speak and do. We are especially accountable for the quality of life offered to the children, young people and adults we carry responsibility for. Their best interests and wellbeing are always our first priority.

Life-Long Learning

We are dedicated to creating and maintaining a life sharing community, in which people from different backgrounds and abilities can live, learn, work and celebrate together in a homely, welcoming and peaceful environment. By being open to learning from each other, we promote diverse opportunities of LIFE-LONG LEARNING for each person who is part of Camphill Community Glenraig.

About Camphill

The innovative communities that make up the Camphill Movement have, for almost 80 years, been creating new ways of supporting people with learning disabilities and other special needs so that their full potential can find expression.

The first community was founded at Camphill House, just outside Aberdeen, Scotland, in 1940, to educate children with learning disabilities. At that time, children with learning disabilities didn't usually receive an education, either staying at home or being placed in a hospital.

Camphill's founders, led by Dr Karl König and inspired by the Austrian thinker Rudolf Steiner's philosophy of anthroposophy, wanted to make a real difference in the lives of these people who were marginalised and excluded from society. They believed that children and adults with learning disabilities had much to contribute if only their inner self could find expression.

Dr König felt that, through communities, new ways of healing might be introduced into society to counter some of the more harmful aspects of modern life. The vision still lives and each new generation in Camphill strives towards achieving it.

Camphill Communities are communities with children and adults with learning disabilities living together with co-workers and their families in such a way as to foster mutual help and understanding.

Helper and helped live and work side-by-side, each learning from the other.

Effective community-building does not come about without a struggle and makes tremendous demands on those involved, both humanly and physically. The Camphill way of life provides an enormous stimulus for those who take it up, whatever their age or ability. By providing challenges for self-advancement and by respecting the developing individuality of each person, life in Camphill allows everyone the freedom to grow to his or her fullest potential.

Camphill in Northern Ireland

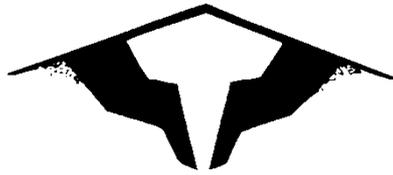
There are four Camphill Communities in Northern Ireland. Glenraig Community near Holywood in Co Down, Mourne Grange near Kilkeel in Co Down, Clanabogan near Omagh in Co Tyrone and Camphill Holywood with their bakery, coffee shop and Shop in the centre of Holywood in Co Down.

Each Community has a management Council and funding is provided by Health and Social Care Trusts and charitable donations.

Camphill Community Glenraig

Camphill Community Glenraig is an integrated therapeutic community where we aim to maximise the potential of each Child, Young Person and Adult in our care and will endeavour to support families, staff, co-workers, volunteers and partners of Glenraig.

We are a home to around 50 adults and children with special education, physical and learning needs, long and short term life sharing volunteer co-workers and their families alongside employed staff members. It is also the site for Glenraig Special School, supporting both day and boarding pupils and various workshops are available for our residents and day attenders.



CAMP HILL COMMUNITY LENCRAIG

POSITION APPLYING FOR: Assistant Market Gardener (20/36/AG/WEB)

PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE

Only Applications Containing All The Information Which Has Been Sought Will Be Considered

PLEASE RETURN COMPLETED FORMS BY **4pm on Friday 4th September 2020**

Surname:	Title: Mr/Mrs/Miss/Ms Other (please specify)					
Forename(s):	Maiden Name (if appropriate):	Other Former Name(s):				
Home Address:	Address for Correspondence (if different):					
Postcode:	Postcode:					
Home Telephone No. (incl STD Code)	Daytime Telephone No. (incl STD Code)					
Mobile Tel No:	National Insurance No.					
Email Address:						
Do you hold a current full UK driving licence? Yes/No	Do you have access to a form of transport? Yes/No					
Nationality: EC/Non-EC	If Non-EC, please specify					
Do you have the right to work in the UK? Yes / NO						
<i>Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.</i>						

EDUCATION - GENERAL

GCSE/'O' Levels/'A' Levels/Secretarial Exams etc.

EXAMINATIONS PENDING

Qualification(s)	Date to be taken

TRAINING

Details of Training Courses attended and awards achieved, including dates if appropriate.

Details of Course	Organisation who provided Training	Date Course Completed

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute / Organisation	Grade of Membership (Where appropriate)	Membership Number

PREVIOUS POSTS (Beginning with most recent)

NB: To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		____ / ____ / ____ _____	____ / ____ / ____ _____
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving</p>			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		____ / ____ / ____ _____	____ / ____ / ____ _____
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving</p>			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

REFEREES

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencraig reserves the right to seek a reference from any previous employment.

Current Employer	
Name:	Name:
Capacity in which known	Capacity in which known
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Daytime Telephone No. (please indicate dialling code)	Daytime Telephone No. (please indicate dialling code)
Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>	Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>

SPECIAL REQUIREMENTS

<p>Do you require any special arrangements to be made to assist you if called for interview? Please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>

PERSONAL DECLARATION

<p>I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.</p> <p>Signature: Date:</p> <p>Please ensure that you have completed all relevant parts of this application form.</p>



CAMPBILL COMMUNITY GLENCRAIG

Camphill Community Glencraig is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we, not only meet our legal obligations, but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

GENDER

Male

Female

What is your religion or belief?

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic community:

If you do not complete this questionnaire, we are encouraged to use the "residuary" method which means that we can make a determination on the basis of personal information on file / application form.

Are you married or in a civil partnership

Yes

No

Age

16-24

25-29

30-34

35-39

40-44

45-49

50-54

55-59

60-64

65+

Prefer not to say

DOB -----/-----/-----

How would you describe your national identity?

English

Welsh

Scottish

Northern Irish

British

Other

Irish

Prefer not to say

What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

White

English Welsh Scottish Northern Irish
Irish Irish Traveller Other White background

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African
White and Asian Any other mixed background

Asian/Asian British

Indian Pakistani
Bangladeshi Chinese
Any other Asian background

Black/ African/ Caribbean/ Black British

African Caribbean
Any other Black/African/Caribbean background

Other ethnic group

Arab Any other ethnic group

Disability

Section 1 of the Disability Discrimination Act describes a disabled person as person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'

Using this definition do you consider yourself to be disabled? Yes No

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

What is your sexuality?

Heterosexual/straight Gay woman/lesbian
Gay man Bisexual
Other Prefer not to say

Do you have caring responsibilities? If yes please tick all that apply

None
Primary carer of a child/children (under 18) Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person (65+)
Secondary carer Prefer not to say

By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all. Thank you for completing this form.

Declaration of Convictions Form

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

**Declaration of Criminal Convictions, Cautions and Bind-Over Orders
In Confidence**

Do you have any prosecutions pending? (if yes give please give details)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Have you ever been convicted at a court or cautioned by the police for any offence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.				

Declaration of Abuse Investigation(s) Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.				

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature: _____	Date: _____
Print name: _____	
Any surname previously known by: _____	
Position applied for: _____	