

# Seol Trust - Ruskin Mill Trust

<b>Position:</b>	<b>Biodynamic Gardener - Workshop Lead</b>
<b>Field of Practice:</b>	<b>Genius Loci and Practical Skills Therapeutic Education (Field 1 and Field 4)</b>
<b>Post Reference No:</b>	<b>SEOL10005</b>
<b>Grade:</b>	<b>7:8</b>
<b>Responsible to:</b>	
<b>Location:</b>	<b>Fairhill Rise, Pishwanton</b>

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## Role Purpose

To ensure that the gardens, orchard and surrounding areas are developed and maintained to the highest standard and that the aesthetics are true to the vision and values of the Trust.

The post holder is expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the Centre.

To plan and deliver a programme of meaningful work activities within the area of responsibility and provide guidance, support and encouragement to service users in order to promote their participation, skills development and social interaction.

The post holder is expected to contribute to the whole life and operation of the provision and Trust, always remembering that our core purpose is to improve the lives of the service users in line with the Trust's visions and values.

To promote the Trust's "seed to table" principle through developing and maintaining a productive kitchen/market garden and ensuring that seasonal produce is available to catering staff and social enterprise outlets throughout the year.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working will be required.

## Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

## Main Duties

1. To manage the day-to-day running of Pishwanton gardens, orchard and surrounding areas, maintain and develop all areas using biodynamic agriculture principles and methodology under the guidance of a trained practitioner.
2. To plan and deliver meaningful sessions and projects to enable the service users to engage in PSTE to enhance their independence, personal development and employability skills.
3. To maintain accurate records of sessions and service user engagement, including progression towards identified goals, challenges and successes.
4. To provide high quality contributions to reviews of care and support plans and individual risk assessment.
5. To ensure that all activities, sessions, working areas are safe and promote wellbeing and individual development and that identified risk have been addressed in line with:
  - Health and Safety Policies
  - Adult Support and Protection Policy
6. To support the service users to give high regard for the production of vegetables, herbs and other food items, take an active part in linking the produce from the land for the residential services, kitchens and Centre shops.
7. To carry out strategic planning of land development, production, product distribution, environmental issues and education carried out at the site in conjunction with the Tutor/Production Manager and the Founder of Ruskin Mill Trust.
8. To oversee and manage the planning, production and distribution of fruit and vegetable produce and herbs.
9. To ensure all produce meets requirements for Demeter certification (biodynamic status), to keep outstanding records as required by the biodynamic association for annual inspection digitally on the Trust server and in the site office.
10. To ensure that products are cared for to minimise waste of stock.
11. To maintain the gardens throughout the year, making sure there is continuity of production both in and out of term time.
12. To take receipt of deliveries.
13. To ensure that premises are secured at close of business.
14. To manage and maintain equipment within the facility, identifying the need for, and performing or arranging equipment maintenance.
15. To work with arrangements to ensure all proper standards are maintained in the event of absence due to holidays or illness

16. To participate in the Trust's biodynamic training 'Growing the Land, growing people' if untrained in biodynamic principles and practise. This will involve some evening and weekend courses.
17. To deliver training such as (but not exclusively) the step-by-step gardening course as required.
18. To ensure that the Trust's Health and Safety framework is followed during all activities undertaken as part of Fairhill Rise operations. This includes:
  - Regular monitoring and review of potential hazards and risk assessment;
  - First Aid procedure and equipment;
  - Fire precaution and equipment;
  - Manual Handling assessments;
  - COSHH regulations and assessments.
19. In the absence of the Day Service Manager or BD Land Manager to open and close the provision when working with the service users, taking responsibility for health and safety as well as security.

### **General**

1. To share the Trust's commitment for promoting and protecting the welfare of service users.
2. To be responsible for promoting and protecting the welfare of service users, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with service users as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the staff handbook.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.

14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Workshop Lead has no direct line management responsibility, however, may be requested to supervise and line manage other staff members as required.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Role Revision**

This role descriptor should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the role may be varied from time to time in response to changing circumstances. This role descriptor does not form part of the contract of employment.

Where the role holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

## **Person Specification**

### **Position: Biodynamic Gardener - Workshop Lead - Seol Trust**

The following are the criteria that will be used for Shortlisting

The qualifications, skills and experiences that we are looking for are:

<b>Qualification, Skills and Experience</b>	<b>Essential/Desirable</b>
Teaching Qualification L4 or above (or willingness to work towards)	Desirable
Experience of working with people with learning disabilities and behaviours that may be challenging	Desirable
Experience of working with vulnerable adults and children	Essential
Excellent verbal communications skills with the ability to engage and communicate with a variety of people from different backgrounds	Essential
The ability to manage situations in pressured environments (resilience)	Essential
Ability to demonstrate openness and an eagerness to complete projects and develop the provision in line with the Trust's vision and values	Essential

Commitment to promoting the safeguarding and welfare of all residents and service users	Essential
Willingness to work flexibly with the team, service users and other roles across the Trust to ensure that projects and tasks are completed to a high standard and within deadlines	Essential
Ability to manage and interact with others in a participative manner in relation to staff and service users	Essential
A valid and clean driving licence	Essential

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Practical Skills Therapeutic Education	2 weeks	2 weeks but may be extended if required
	Biodynamic Training	2 years	2 years
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Adult Support and Protection - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities	Over next 12 months	As agreed with line manager