



# spadework

sowing the seeds of opportunity

## RECRUITMENT PACK

**Local Food/Horticulture Coordinator**

**£17,056 a year pro-rata**

**Full-time**

Teston Road  
Offham  
Kent ME19 5NA  
01732 870002



# INTRODUCTION TO SPADEWORK

Spadework was established as an independent charity in May 1984 by a group of parents who had sons and daughters with learning difficulties. Formed to provide training and help develop independence and personal skills through social interaction with the community and to ultimately provide them with the necessary tools to reach their full potential.

We provide practical training to develop vocational and life skills across:

- ▶ **Horticulture** – nursery and garden centre work, presenting plants for sale to the general public.
- ▶ **Gardening** – developing new gardens around the site for customer to come and enjoy.
- ▶ **Allotment** – growing an amazing range of fruit and vegetable to sell in our Farm Shop and Café. We also sell and deliver Veg Boxes in the local area.
- ▶ **Café** – making cakes, preparing food, taking food and drink orders and serving customers.
- ▶ **Farm Shop** – receiving and packing customers' orders.
- ▶ **Computers** – IT sessions to support trainees' holistic development of speaking, listening, literacy and numeracy.
- ▶ **Woodwork** – producing articles for sale and general maintenance.
- ▶ **Arts and Crafts** – to sell at the Farm Shop, Garden Centre or Farmers' Market.

## Comments from our Trainees:

- ▶ *When I first came I didn't know how to do anything, but now I can work in the potting shed and café and on computers. I am getting to like Spadework now as I am getting less nervous – JH*
- ▶ *Spadework has helped me get a place to live on my own – KW*
- ▶ *I have learnt new skills – timekeeping, gardening and how to work in a shop – SS*
- ▶ *I think Spadework has helped me build my confidence talking to people and making friends – PM*

# SPADEWORKS AIM

- ▶ The aim of Spadework is to enable people with learning and other disabilities (our Trainees) to develop their independence and personal skills through being involved in everything we do. The Trainees produce the plants that are sold in the garden centre and the fruit and vegetables served in the café and sold in the farm shop; they help to make cakes, jams and chutneys and serve customers in the café and in the farm shop. We also have woodwork, craft and IT facilities.
- ▶ The Garden Centre, Farm Shop and Café are all open each day to the general public, which enables our trainees to interact with the customers, helping to improve their social skills, which in turn can increase their confidence and self-esteem.
- ▶ Spadework bridges the gap for adults with learning other disabilities, from dependence in a supportive environment, to increasing their independence, enabling them to live with dignity and purpose. We aspire to achieve this through work experience, development of life skills and interaction with the community.
- ▶ You will need to have a genuine interest in working with adults with learning and other disabilities, plus patience and empathy in abundance. Experience of caring for people and NVQ level 3 required.
- ▶ Confirmation of all appointments is subject to proof of Eligibility to Work in the UK, satisfactory Enhanced DBS clearance, satisfactory references and medical clearance. Spadework values the diversity that exists in all our communities and works towards this being reflected in our workforce.

## PURPOSE OF THE ROLE

- ▶ To deliver care, training and work experience to over 90 adults with learning and other disabilities across our 7-acre site. The post holder will coordinate our Local Food department, growing fruit and vegetables, as well as harvesting and preparing produce for sale. You will be required to help cover all other services within our Horticulture Department, as well as play an integral part in our successful Farmer's Market once a month. This post helps ensure Spadework delivers its services to the highest possible standards, maintaining client confidentiality and client dignity at all times.

# MAIN RESPONSIBILITY

- ▶ To support the Vegetable Garden Coordinator in the day to day management of the vegetable area;
- ▶ Work to a sowing programme;
- ▶ To support and instruct our trainees, adults with learning and other disabilities, in growing fruit and vegetables, harvesting and preparing produce for sale;
- ▶ To maintain a cleaning schedule for the food prep and cold storage area;
- ▶ To cover in other areas of Horticulture as needed.
- ▶ Ensure high standards of housekeeping;
- ▶ With the Vegetable Garden Coordinator agree the weekly availability lists;
- ▶ To be responsible for stock control, pest management;
- ▶ Ensure that the food preparation area and cold store maintains high levels of cleanliness at all times;
- ▶ To keep records including recording and checking of temperatures, produce cropped, stock movements.
- ▶ To build and sustain relationships with local restaurants to sell our home-grown produce.
- ▶ Attend and work on special events such as Farmer's Markets, Open Days, Garden Shows;
- ▶ Attend staff meetings as required:
- ▶ Attend training sessions as and when required
- ▶ Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- ▶ Operate in accordance with health and safety legislation and within the terms of Spadework's policies and procedures

**NOTE:** This list of accountabilities is not exhaustive. The post holder will be required to be flexible and willing to undertake any other duties that might be required.

# PERSON SPECIFICATION

<b>EXPERIENCE</b>	Essential	Desirable
Significant experience leading and managing a team	✓	
Experience of vegetable production or plant production:	✓	
To have a respect and appreciation of our environment	✓	
Significant experience of working with / caring for people with adults with learning and other disabilities.	✓	
Significant experience in establishing a new project		✓
Significant experience in documentation on service delivery that demonstrates successfully meeting the key performance indicators	✓	
Some experience of monitoring and evaluating and reporting on progress against agreed plans	✓	
Some experience in public speaking and raising awareness of a public issue		✓
Some experience in promotion and the development of publicity materials to raise awareness or the profile of an activity		✓

## **SKILLS & ABILITIES**

Able to demonstrate strong management skills and communicate effectively the charity's vision	✓	
Sprayers licence		✓
Relevant qualification in Horticulture		✓
Able to be methodical in your work, paying particular attention to detail	✓	
Able to produce clear, accurate and effective written documents	✓	
Effective in verbal and non-verbal communication	✓	
Able to meet deadlines	✓	
A good working knowledge of Microsoft Office suite (willingness to learn)		✓
A good level of numeracy		✓
Able to manage time effectively	✓	

## **KNOWLEDGE**

An understanding of the needs of adults with learning and other disabilities		✓
An understanding of monitoring and evaluation and how to use that to input into improvement processes	✓	
Knowledge of relevant legislation including Health & Safety, Medical Capacity Act, Safeguarding / Adult protection		✓
An understanding of the need for client confidentiality	✓	

## **PERSONAL QUALITIES**

Constructive, reliable and conscientious	✓	
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# SUMMARY OF TERMS

<b>Job Title:</b>	Local Food / Horticulture Coordinator
<b>Tenure:</b>	Full Time, Permeant
<b>Hours:</b>	40 hours per week
<b>Working pattern:</b>	8am – 4.30pm, Monday to Friday.
<b>Location:</b>	Spadework Offices with occasional working at related locations
<b>Starting salary:</b>	£17,056 pro rata per annum.
<b>Holiday allowance:</b>	pro rata of 26 days' full-time allowance & bank holidays
<b>Overtime:</b>	This role is expected to manage the delivery of its responsibilities within the above hours agreed; any overtime should be discussed in advance with the line manager, and will be compensated only with time off in lieu. There is the expectation that the successful applicant will work one weekend day a month.

**Full terms, including compliance with all relevant policies and procedures, are as outlined in the written terms of employment and the Spadework employee handbook.**

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