



Application Pack

Please send completed application forms to:

Volunteer Coordinator Application
Growing Well,
Low Sizergh Farm
Low Sizergh
Kendal
Cumbria
LA8 8AE

This role is financially supported by the Henry Smith Charity

(We are happy to acknowledge receipt of an application form where a stamped addressed envelope is included.)

Closing date for applications: 5pm, Friday December 2nd

Successful applicants will be invited to interview by post by Friday December 9th

Interviews will held week beginning December 12th

Please call Growing Well on 015395 61777 for further details.

Growing Well is an award winning charity that promotes mental health recovery and well-being. We are located on ten acres of Low Sizergh Farm, a dairy farm situated two miles south of Kendal on the edge of the Lake District.

Growing Well takes an enterprising approach to the provision of mental health recovery support in our largely rural area. In 2010 we earned about 60% of our running costs from our various trading activities. We were delighted to be named British Rural Enterprise of the Year in the 2010 Countryside Alliance Awards. We have also been named Cumbrian Social Enterprise of the Year in 2008, 2009/2010 and were the North-West winner of the 2008 Food and Farming Award and the 2010 Social Vision Award. We are CEVAS accredited for managing people on farms; we are a City and Guilds centre for learning and an active member of Care Farming UK.

We support people recovering from mental health issues to reduce their social isolation, develop their confidence and to reach their goals, by encouraging them to be actively involved in the running of our successful, community-owned organic growing and training enterprise. We work with our whole community, inspiring people to live healthier lives by engaging with food growing, and in doing so normalise the stigma of mental illness. We enthuse and inform people and communities across the country to develop food growing and farming that benefits the wellbeing of their communities.

Our core enterprise activities are to grow and sell organic produce for our local community; to provide accredited and informal training in horticulture and other land-based activities, to a wide range of community members and groups; to provide educational visits to our farm and school based workshops for school children, and to inspire others to grow their own food.

We currently undertake cropping over ten acres, including six polytunnels with a combined footprint of 1000 sq. metres. We are Soil Association certified, and all the tasks within the horticultural enterprise are undertaken by our team members. Growing is undertaken on a field scale and we harvest in excess of half a ton of produce per week during August, September and October. Once harvested and packed, our produce is sold to local people in the form of a Community Supported Agriculture scheme and wholesale to a variety of local businesses.

Our training courses serve an ever-wider section of learners, from school children to the elderly, as well as offering our volunteer team the chance to attain formal qualifications in a safe environment. Each year our education work inspires 30 schools and 500 children and their families to live healthier lives by engaging with food growing and visiting the farm. Our e-newsletter informs and engages more than 800 people and organisations each month that then visit our website for information, or attend open days and professional development workshops.

To enable mental wellbeing and recovery our participants are offered opportunities for involvement throughout these enterprise activities; from roles within our field-based horticultural activities to complex financial management and team supervision roles; from roles leading our school visit programme to mentoring young adults on our training programmes. We ensure our team members can fully participate in every aspect of the business.

Growing Well is an Industrial and Provident Society (IPS) for the Benefit of the Community (registration number 29680R). As such we are a corporate entity, with limited liabilities for our members, regulated by the Financial Services Authority. The rules of our society strictly determine how we must operate, ensuring our assets are held for the good of the community in perpetuity. Our objects are charitable and we are recognised as a tax exempt charity by the Inland Revenue (number XR76204). The IPS legal structure was chosen deliberately by our founding directors so that membership and control of Growing Well could be offered to local community members (particularly our volunteers).

Growing Well currently operates with five staff, two working fulltime and three working three days per week. We make use of around 10 community volunteers to assist the running of our programmes and also use freelance staff to deliver some training and educational activities. We currently have 122 members and have a committed board of directors of eleven people, with active involvement of our participants at board level. Our volunteer team, our participants who play various roles within Growing Well, usually numbers between 35 and 40 people who work weekly.

More information is available from our website www.growingwell.co.uk

The new role of Volunteer Coordinator has been supported by the Henry Smith Charity. It will enable us to increase the impact we make on the lives of local people with mental health issues. We are looking for a highly skilled and motivated person, with significant experience in supporting people recovering from mental health issues. The successful candidate will be expected to improve the experience of volunteers at Growing Well, increase volunteer numbers and increase income earned from the volunteering placements that we offer.

Job Description

Job Title:	<ul style="list-style-type: none"> • Volunteer Co-ordinator
Employment Term:	<ul style="list-style-type: none"> • Fixed term contract for 3 years • 22.5 hours per week
Salary and Allowances:	<ul style="list-style-type: none"> • £25,823 p.a. pro rata. • Cost of living increases will be made. • Employers contribution of 7.5% to pension will be payable • Business mileage of 35p per mile
Employed by:	<ul style="list-style-type: none"> • Growing Well • Employment will be based at Low Sizergh, Nr Kendal
Responsible to:	<ul style="list-style-type: none"> • The Manager of Growing Well
Responsible for	<ul style="list-style-type: none"> • Recruitment, support and supervision of volunteers, enabling their recovery from mental health issues.
Purpose of Job	<ul style="list-style-type: none"> • Co-ordination, supervision and recruitment of volunteers at Growing Well. Liaison with statutory health care providers and third sector organisations to promote the above. Management of projects and contracts for this provision.
Main Duties:	<ul style="list-style-type: none"> ○ Providing volunteers with monthly supervision and support, enabling their recovery from a mental health issue and supporting them to move on from Growing Well to other activity. ○ Handling all volunteer enquiries to Growing Well, from initial call to induction ○ Maintaining all the relevant paperwork for each volunteer ○ Developing appropriate ways of measuring, recording and disseminating outcomes of our work. ○ Building and maintaining contacts with professionals who can support people to apply to Growing Well as volunteers ○ Maintaining, developing and monitoring contracts for the provision of our service ○ Making visits to organisations to publicise volunteer opportunities ○ Representing Growing Well's mental health work at a local, regional or national level ○ Providing staff cover for site supervision allowing staff annual leave. ○ Reporting to and attending regular site supervisor meetings ○ Supporting the establishment of a co-operative and collaborative work environment ○ Supporting the monitoring and evaluation of the enterprise ○ Maintaining a healthy and safe work environment ○ Supporting the other activities of Growing Well

Person Specification

	Essential	Desirable
Attributes of the role	<ul style="list-style-type: none"> • Communicator • Approachability • Supportive • Empathy with the need for and processes of personal development 	<ul style="list-style-type: none"> • Organised • Creative • Ability to recognise the value of new ideas and opportunities • Decision Maker
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • Qualification in social work, occupational therapy, counselling, psychology, mental health nursing or similar, 	<ul style="list-style-type: none"> • Horticulture qualification
Experience	<ul style="list-style-type: none"> • Supporting people recovering from mental health problems to build their confidence and work towards chosen goals • Leading, supervising or facilitating groups of staff or volunteers in practical tasks. 	<ul style="list-style-type: none"> • Office and administrative experience • Work within horticulture
Knowledge / Skills	<ul style="list-style-type: none"> • Understanding of the needs of people with mental health problems • Able to work well collaboratively and independently • Able to work well under pressure & to respond flexibly and creatively to changing circumstances • Excellent communication & networking skills • Able to empower others • IT skills: able to use Microsoft Office applications. • Good organisational skills 	
Other	<ul style="list-style-type: none"> • Personal access to private transport that will enable travel throughout Cumbria • An Enhanced Disclosure endorsed by the Criminal Records Bureau. 	



Application Form

Please complete the application form in black ink

POSITION APPLIED FOR _____

SURNAME (Mr., Mrs., Ms)	FULL FORENAMES

Home Address:

Address for communications (if different):

Telephone No.

Home: _____
Work: _____
Mobile: _____

What notice are you required to give your present employer? _____

Where did you see the vacancy advertised? _____

Growing Well is committed to the implementation of equal opportunities

EDUCATION

Give details of Secondary Schools, Universities or other educational establishments attended.

Name of Establishment	Town	Start date	Finish date	Full or part time

QUALIFICATIONS

Give details, including dates, of any Educational Certificates, Professional or other qualifications and training with the standard obtained.

Subject	Level	Date

REFEREES

Give the name, addresses and occupations of two responsible persons to whom you are not related and to whom reference can be made. One referee must be your present or most recent employer. Any job offer made will be subject to positive references.

Name:_____	
Address:_____	

Occupation:_____	

Present/Recent Employer?	Y/N

Name:_____	
Address:_____	

Occupation:_____	

Present/Recent Employer?	Y/N

PARTICULARS OF ALL EMPLOYMENT

These should be in date order. Please give details of any gaps in employment.

Name and Full Address of Employer	Start date	Finish date	Position held and Duties Undertaken	Grade or Salary

To assist us in our selection of a suitable candidate please outline the skills and abilities you can bring to this job (Please contain your answer in the box below, adding no extra sheets):

ADDITIONAL INFORMATION

Give details of any other information which you consider relevant to your application.

I declare that the information contained in this form is to the best of my knowledge correct.

Signature _____

Date _____

Thank you for taking the time to complete this form, all information it contains will be treated as strictly confidential.