

Nurturing Healthy Lives Outdoors



Job Vacancy: Project Manager for Growing Works

Reports to: Board of Trustees

Responsible for: Managing the organisation, staff management and ensuring continuation of funding with a move towards environment sustainability.

Hours: 20hrs per week with possibility to increase

Salary: £28,646 - £31,487 p.a. pro rata

Based at: The Plot in Dalton, Huddersfield HD5 9XN and home working.

About the Organisation

Founded in 2011, Growing Works is a charity based in Huddersfield, which works in and with local communities, to nurture healthy lives and empower vulnerable people to build resilience. Growing Works promotes good health in local communities by providing inclusive and creative opportunities for physical and mental wellbeing. Growing Works delivers therapeutic outdoor activities for families with different needs as well as people in isolated and vulnerable circumstances and those with mental health issues.

Through this programme of gardening and other outdoor activities the charity also works to educate the local community about the importance and benefits of the natural environment. Growing Works is a Kirklees Volunteering Quality Award holder and runs a volunteer program to recruit and train local residents to support the events and growing spaces managed by the charity and promote gardening for the benefit of all.

We seek to encourage diversity in our workforce and we welcome applications from candidates from any background.

Our Projects

Growing Works project work revolves around outdoor occupational, peer support and social therapy in small groups. To support these projects Growing Works is developing an outdoor training and therapy centre at The Plot in Huddersfield, which will also be available for use by other community groups.

Activities include:

- Food growing
- Outdoor cooking
- Bush craft
- Willow weaving
- Natural arts and crafts
- Foraging and wild food
- Mindful activities
- Seasonal celebrations

Covid 19: The challenges that Covid-19 present will be here for a while but the work of Growing Works is as important as ever. Growing Works will continue to adapt and be flexible to these risks whilst continuing to “nurture healthy lives outdoors”.

The Project Manager is the most senior staff member of Growing Works, responsible for running the organisation, strategic planning and delivery, and team management.

Purpose of Job

- Strategic planning and development of the organisation, including overseeing the implementation of a new range of workshops and projects.
- To ensure high quality delivery of the service, including following policies and procedures and high health and safety standards.
- Maintain staff welfare and up to date and relevant training.
- To manage the financial situation of the organisation.
- To oversee site development of The Plot and provide vision to drive this project forward

Key tasks

- To develop and carry out the strategy agreed with the Board of Trustees.
- To develop excellent working relationships with other organisations and commissioners that will support and enhance the work of the organisation.
- To increase diversity across the organisation to increase strength and cohesion.
- To oversee the delivery of accessible workshops and eco-therapy sessions for vulnerable people and others in need.
- To develop and deliver, alongside other members of staff, a fundraising and income generation strategy to support the organisation in delivering and expanding services and to secure longer-term sustainability.
- To manage overall responsibility for Health & Safety procedures, quality of service and accessibility analysis to ensure the activities are safe and open for all participants.
- Ensure monitoring and evaluations are carried out efficiently and effectively.
- To work with other members of staff to enhance the organisation's public image and raise the profile of the organisation's varied activities.
- Working with staff in the production of accurate management accounts, management information and cash flow forecasts.
- Work with staff to write bids and apply for funding grants.
- Recruit well trained staff to deliver and develop the workshops and programme of events.
- To support staff training and oversee staff communications and team meetings.
- To report to the Board of Trustees and take part in board meetings.
- To support the continued development of the outdoor training and therapeutic site The Plot.
- Purchase and source resources.

About you

- Growing Works are seeking an empathetic person, who listens to everyone, can manage the frustrations of others and is responsive to opportunities.
- You will be organised, methodical and capable of juggling multiple responsibilities with limited time and resources.
- You will have the strategic experience required to manage and develop the charity.
- You will demonstrate good team working skills and be able to work under your own initiative.
- You will have hands on horticultural and environmental knowledge and experience.
- You will have an understanding of eco therapy and mental health.
- You will have experience of working with community groups and partner organisations.
- You will have excellent communication skills and be confident in delegating key tasks and responsibilities within the organisation.
- You will ideally live locally and have knowledge and understanding of the Kirklees community.
- You will be environmentally aware and understand how to minimise environmental impact through all Growing Works activities.
- You will have a good understanding of, and recognise the importance of safety, training, confidentiality and safeguarding.
- You will need to pass Enhanced DBS checks.

	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • A willingness to undertake any formal training where required 	<ul style="list-style-type: none"> • Enhanced DBS
2. Experience	<ul style="list-style-type: none"> • Working with a wide range of people, including those who are vulnerable, have additional needs and poor mental health • Optimising opportunities, making the best of resources available • Managing a budget • Recording and evaluating outcomes • Managing a team • Horticulture, environmental or ecotherapy experience. • Sponsorship and fundraising experience 	<ul style="list-style-type: none"> • Working with charities and community groups
3. Knowledge	<ul style="list-style-type: none"> • Understanding of issues facing local residents • Horticultural and environmental knowledge • Understanding of eco- 	<ul style="list-style-type: none"> • Health care initiatives • Mental health issues • Environmental issues

	<p>therapy and mental health</p> <ul style="list-style-type: none"> • Understanding of communication channels and tactics • Understanding of safety, training, confidentiality and safeguarding 	
4. Skills	<ul style="list-style-type: none"> • Strong oral and written communication • Staff management skills, including recognising and optimising the skills of colleagues • Excellent interpersonal skills • Ability to work in a team and on your own, using your own initiative • Planning and organisational skills • IT literate • Excellent time management skills and the ability to multi-task 	<ul style="list-style-type: none"> • Strong presentation skills
5. Personal attributes	<ul style="list-style-type: none"> • Self-motivated • Innovative, flexible nature • Confident manner when dealing with stakeholders • Empathic 	

You can access the application form on our website www.growingworks.org.uk or contact us at info@growingworks.org.uk to be sent a copy.

For more information or if you have any questions contact us at info@growingworks.org.uk with your details and we can call you back.

Closing date for applications will be the close of Friday 12th June, with interviews taking place a couple of weeks later.

Take care,
Growing Works

GROWING WORKS APPLICATION FORM

The decision to invite you for an interview is based entirely on what you write on your application form, so it is important that you give as much information about yourself as possible and relate it to the post you are applying for. If necessary you may use additional sheets of paper. Please provide details to back up what you say.

We are attempting to remove subjectivity from the recruitment and selection process, and we cannot assume anything on the basis of incomplete information. Remember that the selection panel does not know you and need to be told why you should be selected.

Thank you for your interest in the post. If you have any comments or questions about our recruitment and selection process, please contact us at info@growingworks.org.uk and we will get back in touch.

Please return your completed application form to us at info@growingworks.org.uk

Post Title: Growing Works Project Manager
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Personal Details

Surname:	
Forenames(s):	
Address:	
Postcode:	
Telephone (Home):	(Mobile):
E-mail address:	
National Insurance number:	
Are you free to remain and take up employment in the UK with no current immigration restrictions?	Yes/No

Do you own a car?	Yes/No	Do you hold a clean driving licence?	Yes/No
<p>Please let us know of any disability or medical condition which may require special attention at the interview or in the job.</p>			

Referees One of your referees should be your present or most recent employer or, if unemployed, an organisation you have been involved with. References must not be provided by a relative or someone sharing your home. We will not contact your present employer without your permission.

Name:	Name:
Contact Number:	Contact Number:
Address:	Address:
Status:	Status:

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Education Please give details of your education and all exams passed.

Date	School/Institution	Qualification

Relevant Training Courses Please give details all training courses.

Date	College/Institution	Course, Qualifications, etc.

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Present or Most Recent Employment/Voluntary Work

Employer's name and address:
Position held:
Dates:
Salary:
Brief description of duties:

Previous Employment

Dates:	Employer:	Position Held:

Please give a brief answer to the following questions

Tell us about a challenging project you have worked on and how you managed it to achieve success? (max 200 words)

Please describe your experience of securing funding for charitable projects? (max 200 words)

Tell us how you have worked with community groups and other organisation to develop projects around wellbeing? (max 200 words)

Tell us how you have worked successfully as a team and highlight examples of how communication has improved your teams effectiveness? (max 200 words)

Reason for Applying

Please give any further information on your knowledge and experience, referring to the job description and person specification, and give information related to each area. Spare time interests, hobbies, etc. Please include membership of clubs & societies, including offices held in these.

Please note that C.V.'S are not considered as part of the selection process.

Where did you see this post advertised?

I declare that the information on this form is correct to the best of my knowledge:

Signature:

Date:

EQUAL OPPORTUNITIES MONITORING FORM

Completing this form is completely optional. We aim to employ a workforce that reflects the diversity of the community we support.

In order to achieve these aims every area of our work is monitored and regularly reviewed. To ensure the continuing progress of our Equal Opportunities Policies we ask all applicants to fill in the information below. This is for statistical purposes only and will be treated as confidential.

Please circle relevant answers

Age

Under 16 16-18 19 – 25 25 – 40 40 – 60 Over 60 Prefer not to say

Have you lived in the UK for more than 3 years?

Yes No Prefer not to say

Are you seeking Asylum in the UK?

Yes No Prefer not to say

Employment Status

Student Employed Self-employed Unemployed Retired Prefer not to say

Which benefits do you claim?

None Income Support JSA ESA Universal Credit Prefer not to say
Other.....

Do you have a qualification?

Yes No Prefer not to say

If yes please state your highest level qualification.....

Sex

Man Woman Trans Intersex Prefer not to say

Disability

None Learning Physical Sensory Mental Health Prefer not to say

Ethnic background

Asian/ Asian British	Black/ Black British	Mixed	White	Chinese or Other
Bangladeshi	African	White/Caribbean	British	Chinese
Indian	Caribbean	White/African	Irish	
Pakistani		White/Asian		
Other.....	Other.....	Other.....	Other.....	Other Ethnicity.....
Prefer not to say				

Post Applied for..... Date.....