

## Culpeper Community Garden,

Correspondence address:

25 Batchelor Street,  
London, N1 0EG

[www.culpeper.org.uk](http://www.culpeper.org.uk)

020 7833 3951

Nov 09

Dear applicant,

Thank you for your interest in the post of part time (21 hours per week) Garden Worker.  
Please find enclosed:

1. Application form
2. Declaration form
3. Job description
4. Person specification

Completed application and declaration forms should be returned by email to [carolinefoley@yahoo.com](mailto:carolinefoley@yahoo.com), or by post to Caroline Foley, Secretary, Culpeper Community Garden, c/o 25 Batchelor Street, London N1 0EG by **5pm on Friday November 24<sup>th</sup>**. CV's will not be acceptable.

**Interviews** will be held on Tuesday 8<sup>th</sup> December.

If you are short listed for interview you will be informed by phone on Tuesday 1<sup>st</sup> December.

If you would like to visit the garden before please note that it is open to the public daily during daylight hours. Please visit our website for more information about the garden [www.culpeper.org.uk](http://www.culpeper.org.uk)

Yours sincerely

Caroline Foley  
Secretary, on behalf of the Management Committee

# CULPEPER COMMUNITY GARDEN ASSOCIATION

## COMMUNITY GARDEN WORKER JOB DESCRIPTION

The post holders report directly to the Management Committee of the Garden

The main responsibilities of this post, covered by both post holders, are to:

1. Encourage and promote the practical use of the garden by members, local schools, community groups and the public. To do this, you will:
  - a) Organise garden work programmes for garden members and supervise 'Work Days'
  - b) Promote and organise social, educational and fundraising events
  - c) Promote and organise workshops/sessions in the garden for local disadvantaged/community groups and school groups
  - d) Assist in the publication of the quarterly newsletter to members and other material aimed at encouraging participation and understanding of the role of the garden
  - e) Liaise with relevant local organisations, volunteer groups and the media as appropriate
  - f) Treat all garden users with respect and understanding in accordance with our strong commitment to equal opportunities
  
2. Be responsible for the overall maintenance of the site. In order to do this, you will:
  - a) Undertake and manage the day to day upkeep and improvement of the garden and in particular those areas that are communally used by members and the public
  - b) Advise ploholders on the cultivation of their plots and where necessary provide assistance
  - c) Delegate specific gardening and other maintenance tasks to Garden members and volunteers and provide supervision as appropriate
  - d) Manage the longer-term maintenance and evolution of the Garden in consultation with the Management Committee
  
3. Undertake a range of administrative and other tasks necessary to achieving 1 and 2, above. This will include:
  - a) Reporting to the Management Committee at regular meetings on all matters relating to the jobholder's duties and, between meetings, liaising regularly with the Officers of the Association.
  - b) Being responsible, under the direction of the Treasurer, for the garden budget, including salaries, petty cash, income and expenditure; keeping financial records; advising the Treasurer in the preparation of the annual budget and for the annual audit.
  - c) Undertaking fundraising as required, including assisting in monitoring and evaluation
  - d) Undertaking administrative tasks relating to membership of the association by collecting and recording subscriptions, issuing membership information and advising the Management Committee on lapsed membership and members failing to keep their plots in good order.
  - e) Carrying out any other duties as directed by the Management Committee.

In all the above, you will give advice to and receive guidance from the Management Committee, which holds six-weekly meetings and is elected from the membership annually. You will be required to attend regular supervision sessions. The post will be subject to a 3 month probationary period.

**Hours worked:** 21 hours each week to include occasional weekend and evening work

**Salary:** £24,068 pro-rata (pay award pending)

**Annual leave entitlement:** 5 working weeks pro-rata

**Pension:** 5% of salary plus an employee contribution of 2% minimum

# **CULPEPER COMMUNITY GARDEN ASSOCIATION**

## **COMMUNITY GARDEN WORKER PERSON SPECIFICATION**

### **Essential**

1. Excellent interpersonal skills and a strong commitment to working as part of a team
2. Practical knowledge of gardening with special reference to organic gardening
3. An understanding of how community-based organisations work and previous experience of working for, or participating in a community-based organisation.
4. Experience of working with disadvantaged groups/individuals and/or children
5. An ability to supervise, co-ordinate and work with a wide range of people / volunteers.
6. Strong organisational and administrative ability including competence in using IT for communication.
7. Initiative, self motivation, flexibility and ability to work on one's own
8. Willingness and ability to work flexible hours including occasional evenings and weekends
9. An understanding of and commitment to equal opportunities

### **Desirable**

10. General practical skills needed for the maintenance of the garden and its buildings
11. Basic book keeping
12. Experience in project management
13. Knowledge of website management
14. Experience of fundraising
15. Knowledge of wildlife gardening / food growing

**The following pages will be detached from your application upon return.**

**Please ensure you complete them and return with the your application pack**

**Ref No:**

**Details of Name & Address And Declaration**

***NB. Failure to complete and return either part of this form will result in Culpeper Community Garden (CCG) not being able to consider your application.***

***Name & Address***

***Reference:***

Please use this form to give personal details which will be required to contact you for invitation to interview, if shortlisted. This information will be detached from the application form when it is received, and will not be available to the selection panel.

**Name:**

**Address:**

**Telephone:**

**(DAY)**

**(EVENING)**

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**Declaration**

**Please read and sign the declaration.**

I declare that, to the best of my knowledge, that the information detailed within this form and any accompanying/supporting documents is correct.

I understand that if I give, in the application or during interview, false or misleading information then this may lead to me being dismissed.

I consent to CCG approaching any of my previous employers for a reference.

**Signed**.....

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**Dated**.....

...

## **Declaration of Offences & Disciplinary Proceedings Form**

*This post is exempt from the rehabilitation of offenders act 1974. All posts will be offered subject to a satisfactory Criminal Records Bureau Check*

NB CCG has a positive attitude to employing people with convictions, and will disregard minor offences.

### **Criminal Convictions**

Please detail any criminal convictions, cautions, bindovers, and proceedings being started against you including any that would otherwise be considered spent.

### **Employment Record**

Have you been disciplined in your any of your previous employment positions? If yes please give details.

This form will be destroyed at the end of the selection process.

# Equal Opportunities Monitoring Form

This form is intended to help CCG in monitoring the effectiveness of its Equal Opportunities Statement. You are not required to complete any part of this form, but we would appreciate your co-operation in doing so. Information given will be used only for statistical purposes, and will not be available to the selection panel. The form will be destroyed after the information has been taken from it.

**Gender:**

**How would you define your ethnic origin?**

**Do you consider yourself to have a disability?**

**How would you define your sexuality?**

- Lesbian**
- Gay**
- Heterosexual**
- Bisexual**

**In what year were you born?**

**Where did you see this post advertised?**

*Thank you very much for completing this form*

# Culpeper Community Garden

## Application Form

Post Applied For

Closing Date **March 3<sup>rd</sup> 2008**

Ref no: Office use only

### 1.0 Current/Most Recent Employer

**Employer**(please include name, address, telephone number and type of business):

**Job Title:**

**Brief description of duties:**

**Dates From/To:**

**Notice Required:**

**Reason for leaving/wishing to leave:**

### 2.0 Previous Employment (continue on a separate sheet if necessary)

**Employer** (please include name, address, telephone number and type of business):

**Job Title:**

**Brief description of duties:**

<b>Dates From/To:</b>
<b>Reason for leaving:</b>

<b>Employer</b> (please include name, address, telephone number and type of business):
<b>Job Title:</b>
<b>Brief description of duties:</b>
<b>Dates From/To:</b>
<b>Reason for leaving:</b>

<b>Employer</b> (please include name, address, telephone number and type of business):
<b>Job Title:</b>
<b>Brief description of duties:</b>
<b>Dates From/To:</b>
<b>Notice Required:</b>
<b>Reason for leaving:</b>

**3.0 Voluntary and/or other relevant experiences** (continue on a separate sheet if necessary)

Please detail any voluntary work, community activity, life or other experiences that you feel make you suitable for this position.

<b>Role Played</b>	<b>Organisation (if applicable)</b>	<b>Activities Undertaken</b>	<b>Dates (From/To)</b>

**4.0 Training & Development**

Please give details of any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post. This can include formal and informal, in-house and external training.

<b>Training</b>	<b>Length of course</b>	<b>Date</b>


## 5.0 Education & Qualifications

Please tell us about your education and qualifications that are relevant to the post, including qualifications gained overseas. Include courses you are currently undertaking.

Subject	Level/Qualification and date gained	Institution where gained

## 7.0 References

Please give names, addresses and telephone numbers of two persons who can confirm your suitability for this position. This will be your present or most recent employer (paid or voluntary work) unless you are returning to work or have just left full-time education. Relatives or partners are not acceptable as work references. All appointments are subject to the receipt of satisfactory references.

First Referee	Second Referee
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
How is referee known to you?	How is referee known to you?
Can we contact prior to interview ? Y/N	Can we contact prior to interview ? Y/N

## **7.0 Supporting Statement** (continue on a separate sheet if necessary)

Please carefully read the both the job description and person specification for the role before completing this section. Only those candidates that can demonstrate that they meet the criteria, as detailed, in the person specification will be invited for interview. You should use this section to show, using relevant and specific examples, how well you meet each of the criteria.