



JOB DESCRIPTION

Job Title: Land Assistant
Reports To: Farm Manager
Location: Thornage Hall Independent Living, Thornage, Holt, Norfolk.
Date Prepared: July 2021

THORNAGE HALL INDEPENDENT LIVING

Thornage Hall Independent Living aims to provide a meaningful independent living and working environment for its adult members, some of whom have additional needs. In addition to a range of work opportunities, social, artistic and therapeutic activities are an integral part of life, where everyone participates to the best of their abilities. The community is situated on the edge of Thornage village in 70 acres of grounds set in the attractive North Norfolk Countryside.

ROLE PURPOSE AND SCOPE

The Land Assistant will provide flexible cover across all outdoor workshops as well as within the Market Garden to plan the working day, working with service users and tenants ensuring all necessary tasks are completed. They will support with planning a number of zones to support and mentor service users in developing their skills in the garden and in the use of tools and machinery (as necessary).

Everyone who works within Thornage Hall Independent Living needs to have a good understanding of working with vulnerable people. The Land Assistant will need to be DBS checked and training will be given regarding any current regulatory requirements. This post involves planning and co-ordinating activities in support of service users either individually or in small groups to participate in a variety of activities on the land.

In relation to the service users/tenants the Land Assistant will be expected to support the Managers when carrying out observations, review risk assessments and determining the most appropriate activity based on skills and competence.

ROLE DIMENSIONS

Supporting service users:

- To support service users in any of the outdoor based workshops as directed by the Farm Manager
- To support service users both individually and in groups to maximise their potential and develop their skills within day services
- To contribute to service users' person-centred plans and provide emotional and practical support (including help with personal care) to enable them to participate within Day Services
- To contribute to the skills development programmes and review of progression for service users in Day Services
- To be accessible and approachable to service users, to be sensitive to their needs
- To empower service users to be involved in shaping the services and community at Thornage Hall Independent Living
- To assist and encourage service users to contribute to the running of the community and their way of life within it
- To encourage service users to maximise their potential and support the achievement of personal goals and aspirations
- To support service users in their communication/interaction with other people within day services and advocate on their behalf
- To follow all Thornage Hall Independent Living policies and procedures and ensure that all necessary paperwork relating to the care and progression of service users in the art workshop is up to date
- To work in accordance with any regulatory and/or quality frameworks adopted by Thornage Hall Independent Living.

Land based activities:

- To work across all land based workshops under the supervision of the Farm Manager
- To support and develop skills within the land based workshops including the Market Garden
- To provide one to one support for Day Service Users requiring additional support
- To lead service users in the land-based workshops as directed by the Farm and or Market Garden Manager
- To have knowledge of the safe usage of all tools and equipment on the land and to follow Thornage Hall Independent Living risk assessment procedures
- To contribute to the cultivation of crops and care of animals

- To ensure that bio-dynamic farming practices are used in all cultivation of crops and care of animals
- To work flexibly as part of the team across all day service activities to cover staff absence and provide additional support when required in workshops
- To work as part of the day service team in order to ensure that Thornage Hall Independent Living offers a range of activities that are responsive to service users' choice and needs
- To assist in the preparation of products from the land for sale.
- To direct and support volunteers in their role at Thornage Hall Independent Living.

Quality & Compliance:

- To follow all Thornage policies and procedures and ensure that all necessary paperwork relating to the care and progression of service users in the workshop is up to date
- To promote a safe working environment by following all health and safety procedures and ensuring all necessary risk assessments and risk management plans are implemented
- To ensure the protection of all vulnerable adults within the community and follow Thornage safeguarding vulnerable adult policy
- To work in accordance with any regulatory and/or quality frameworks adopted by Thornage Hall Independent Living.

Organisational activities:

- To have a sense of ownership and involvement through a positive contribution to the community at Thornage Hall Independent Living
- To attend meetings and training both internally and externally as requested.
- To empower service users to be involved in shaping the services and community at Thornage
- To work constructively with staff across the community to ensure a seamless service for tenants and service users across the organisation.

General:

- To undertake all other duties as may be required that are commensurate with your role

BEHAVIOURS:

The CQC has a Code of Conduct which we expect all staff to follow.

SAFE	EFFECTIVE	CARING	RESPONSIVE	WELL LED
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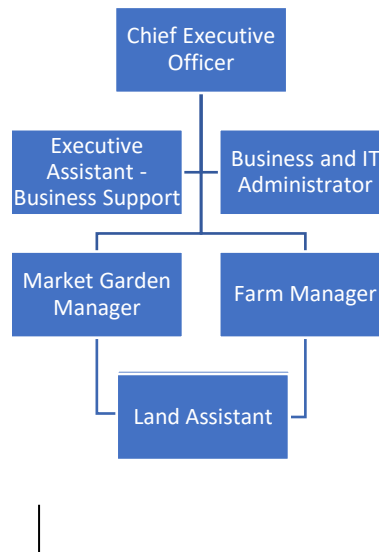
1. Be accountable by making sure you can answer for your acts and omissions
2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all time
3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support
4. Communicate in an open and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers
5. Respect a person's right to confidentiality
6. Strive to improve the quality of healthcare, care and support through continuing professional development
7. Uphold and promote equality, diversity and inclusion

Building on these we have developed a set of expectations that we expect all team members to demonstrate.

Managing self:

- Take care of your own well being
- Manage yourself and your emotions
- Share your knowledge and experience
- Use appropriate language when communicating to others to ensure they understand
- Be decisive
- Be positive – focus on what you can do and why something will/could work
- Actively seek feedback and act on it (where appropriate)
- Know when to step in and do it yourself and when to leave others to have a go
- Be self-aware: know your strengths and development needs and look for ways to develop
- Be visible

STRUCTURE CHART



SAFETY

Health and Safety at Work Act

The jobholder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to co-ordinate with management in the promotion and maintenance of health and safety measures.

SIGNATURES

Jobholder Name

Signature Date

Manager Name

Signature Date

PERSON SPECIFICATION

Job Title: Garden Assistant

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY
Experience	<ul style="list-style-type: none"> • Experience of farming/land management • Interest in organic/bio-dynamic gardening 	<ul style="list-style-type: none"> • Teaching/training skills • Experience and/or qualification in teaching/training or social care 	Application, Interview or exercise
Knowledge	<ul style="list-style-type: none"> • Relevant qualification in health and social care (level 3 or above) 		Application, Interview or exercise
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Able to work well on own initiative and as part of a team • Ability to work with adults with learning difficulties • Good time/ resource management skills • Ability to take a problem-solving approach • Motivated to deliver creative solutions 		Application, Interview or exercise
Values and behaviours	<ul style="list-style-type: none"> • Proactive, self-managing and self - motivated. • Engaging, warm and welcoming • Acts with integrity, honesty and respect for others 		Application, Interview or exercise

	<ul style="list-style-type: none"> • Positively engages with others in planning and decision making • Champions and lives the CQC values • An understanding of the responsibilities involved in working with vulnerable people • Loyal, diplomatic and confidential • Sensitive to the Camphill ethos and other diversity issues • Personal credibility • The ability to deal with challenging people issues. 		
Other information	<ul style="list-style-type: none"> • Ability to accommodate the demands of the post through flexible working as required 		Application, Interview or exercise