



Orchard Trust
People come first

Day Services Smallholding Support Worker -Job Description & Person Specification

Day Services Smallholding Worker

Rate of pay: £11.00 per hour

Hours: 25 hours Monday to Friday

During lighter days 8am -12pm and 1 hour after 5pm / During winter 8am-1pm

A/L entitlement: 20 days plus bank holidays (part time pro rata)

Responsible to: Day Service Manager

Mission Statement

- The Orchard Trust supports the involvement, independence and development of people with learning disabilities

Values of the Orchard Trust

- Kindness
- Respect
- Working together
- Individuality

Job Description and Person Specification

Overview: To provide high quality animal husbandry care for a variety of livestock, maintain smallholding grounds and day-to-day running tasks. To engage clients in sharing these tasks in a manner appropriate to their personal needs and abilities. Under the direction of the site manager you will be responsible for ensuring the animals needs and ground maintenance at the smallholding are met and to maintain allotment plants when required in season, as well as contributing to projects and activities.

About the role: A busy and varied role, that includes tasks such as: feeding, checking animals' health, mucking out, planning and running sessions in animal care and horticulture (mainly helping with growing vegetable, fruits and herbs). You will support adults with learning disabilities in a person-centred way and work together with them to achieve their wishes to care for our livestock and the allotment. You will ensure all administration and record keeping is up to date, including our livestock management.

EFFECTIVE DELIVERY	TECHNICAL
<ul style="list-style-type: none">• To demonstrate respect and dignity to those whom the Trust support• To communicate effectively and appropriately• To work with a person centred approach• To assist in creating an environment that is supportive and positive• To take ownership• To deliver on commitments in a timely way• To respect the contribution of others• To recognise the achievements of others• To feedback observations and ideas and share your learning• To identify problems and opportunities• To be proactive• To prioritise and coordinate a workload• To be a collaborative, efficient and effective team member• To seek continuous improvement• To encourage trust through own actions	<ul style="list-style-type: none">• To work in all areas of the smallholding and provide daily care needs of the animals• To maintain smallholding grounds and inspect/repair fencing and buildings as required• To ensure high quality livestock husbandry and prompt access to veterinary care.• To maintain smallholding allotment (fruit, vegetables and herbs)• To undertake some out of hours support to cover animal welfare issues.• To drive Orchard Trust vehicles and undergo a driving assessment.• To ensure feed stock and other smallholding stock is fully stocked and carry out trips to top up as needed.• To ensure that livestock practices at the smallholding meet with current legislation in respect of animal health, welfare and movement• To participate in raising livestock for sale and slaughter• To provide high quality maintenance and repairs across the smallholding site• To work along side external contractors and maintenance as and when required• To design, provide and run smallholding activities to our clients and visitors• To enable and empower people to develop new skills and independence• To support people in establishing new friendships and maintaining existing ones• To recognise people's talents and promote individuality• To actively encourage participation in smallholding activities• To assist in overcoming barriers so that clients may experience new opportunities• To always act in the best interest of the people you are supporting

	<ul style="list-style-type: none"> • To protect, identify and safeguard from abuse all vulnerable people and know the correct procedures for reporting a safeguarding concern • To actively participate in review and other relevant meetings • To adhere to Orchard Trust's Policies and Procedures, CQC Essential Standards of Quality and Safety and the GSS Code of Conduct • To keep up to date and accurate records • To have excellent time management skills and the ability to multitask • To contribute personal ideas and experience to session planning • To liaise with parents, carers and professionals relevant to the role • To facilitate day service clients to undertake community trips related to smallholding activities • To prepare materials and resources as required • To promote equal opportunities • To clean and tidy equipment, and resources • To participate in and contribute to Orchard Trust in-service and external training activities
PERFORMANCE MANAGEMENT <ul style="list-style-type: none"> • To undertake any training deemed necessary • To fully prepare for appraisal meetings 	
PROFESSIONAL CONDUCT <ul style="list-style-type: none"> • A willingness to seek guidance if in doubt • An ability to work in an orderly and methodical manner • To maintain and establish good relationships with professionals, colleagues and anyone you come into contact with through your role • To always behave in a professional manner and model good practice • To display a personal appearance that is clean, appropriate and tidy and dress accordingly • To assist with Orchard Trust fund-raising activities • To uphold and demonstrate the values of Orchard Trust and apply these to all internal and external interactions. • To act as an ambassador for the Orchard Trust • To maintain client confidentiality in line with policies and procedures of the Orchard Trust. • To express views in a constructive way • To take all reasonable health and safety precautions and to participate in suitable instructions in such matters. • To notify senior staff of any deficiencies observed in other provision made by the Orchard Trust. • To adhere to all Policies and Procedures 	

Key Skills and Person Specification - Day Service Smallholding Worker

	What we are looking for	What this might look like
Team Working	<ul style="list-style-type: none"> ◆ Works collaboratively and effectively within a team ◆ Is flexible, reliable and adaptable ◆ Is actively involved in promoting high standards ◆ Has a 'can do' positive attitude ◆ Able to work on own initiative ◆ Problem solver and prepared to go the extra mile ◆ Complies with all aspects of statutory and OT regulations ◆ Acts as a role model and mentor ◆ Upholds the values of the Orchard Trust 	<p>You will actively respond to and support your manager, supervisors and team to maintain a high quality provision.</p> <p>You are self motivated and flexible to change, sometimes without much warning</p> <p>Work collaboratively within your team, treating each member with dignity and respect</p> <p>Help generate solutions to any problems that may arise</p> <p>Have a positive, professional attitude that displays integrity</p> <p>Be approachable to the clients and your peers</p>
Communication and interpersonal skills	<ul style="list-style-type: none"> ◆ Communicates and listens effectively at all levels ◆ Maintains confidentiality ◆ Has a sense of humour ◆ Behaves in a professional manner and acts as an ambassador when representing the Orchard Trust 	<p>Speaks clearly in a professional manner and uses appropriate language</p> <p>Shares information effectively</p> <p>Uses communication methods to meet the needs of the clients</p> <p>Can offer empathy</p> <p>Respects opinions and views of others</p>

	<ul style="list-style-type: none"> ◆ Able to maintain professional boundaries between clients and yourself ◆ Shares observations and ideas with others ◆ Has an interest in planning breeding and planting schedules ◆ ability to identify the signs of illness and distress in livestock and follow appropriate procedures ◆ Be willing to work outdoors all year-round in all weathers 	<p>You will ensure that chatter and social networking do not lead to inadvertently breaking a confidential piece of information</p> <p>Be able to remain friendly but not engage in a personal friendship with clients</p> <p>Feeds back new learning</p> <p>Ensures all sensitive documentation is secure</p> <p>Promotes the Trust as a 'great ' organisation</p> <p>Directs and supports clients and their own support staff during smallholding activities</p>
Literacy and Numeracy	<ul style="list-style-type: none"> ◆ Has excellent literacy skills ◆ Can spell well ◆ Has good maths skills ◆ Has the ability to write factual information rather than opinion in a succinct way 	<p>Up to date records and documentation will need to be completed such as log books, client diaries, reports, animal movement and recording forms</p> <p>You may need to act as a scribe for some clients</p> <p>You may need to add, subtract, multiply and divide when supporting clients with numeracy work, handling petty cash or making estimates for repairs.</p> <p>Any records completed will need to be 'SMART', ' specific, measurable, achievable, relevant and timely'</p>
IT	<ul style="list-style-type: none"> ◆ Be able to use a computer effectively and have a working knowledge of Microsoft Word, and Outlook. 	<p>Produce a poster, letter, report, timetable etc</p> <p>Support clients in IT</p>
Planning	<ul style="list-style-type: none"> ◆ Excellent time management ◆ Good organisational skills ◆ Able to work within agreed timescales ◆ Under direction to be able to plan and deliver activities 	<p>Begin your shifts promptly</p> <p>Complete set tasks within given time scales</p> <p>Assist in delivering stimulating activities to a group of clients or individuals</p> <p>Plan your workload effectively and keep a senior member of staff updated on progress</p>
Experience	<ul style="list-style-type: none"> ◆ Advantageous to have experience of working alongside people with learning difficulties or in the Education, Health and Social Care Sector ◆ Innovative use of resources and materials ◆ Relevant experience of working as part of an effective team ◆ Desirable animal care/husbandry qualification, or experience working in farm/smallholding ◆ Hands on livestock experience including handling sheep, goats and pigs ◆ Ability to drive or learn to drive tractor and machinery 	<p>Has an empathy with people who have learning disabilities</p> <p>Good planning and organisation skills, can confidently coordinate an activity to a group of clients</p> <p>Be able to adapt resources to meet the needs of day clients</p>

	<ul style="list-style-type: none"> ◆ Ability to plan and deliver sessions 	
Training and Development	<ul style="list-style-type: none"> ◆ Responds to constructive feedback in a positive way ◆ Uses reflective practice to improve performance ◆ Undertakes all training deemed necessary ◆ Moving and Assisting, Safeguarding, Food Safety, Makaton, First Aid, Relevant training that would help support clients' needs ◆ Three years driving experience and full driving licence and if eligible, a willingness to drive a Trust vehicle and undertake a driving assessment ◆ Advantageous to have a Learning Support qualification ◆ Good standard of education 	<p>Reflect on your working practises. What was good, what wasn't so good, how can I improve and how will I do it next time. Use feedback from others to improve work performance</p> <p>Actively involved in the supervision process</p> <p>Takes responsibility for and has a commitment to training</p> <p>If appropriate you will be required to drive a minibus or other service vehicle to various locations</p> <p>Ability to travel independently to other locations for training and learning</p>
Creativity	<ul style="list-style-type: none"> ◆ Challenge conventional wisdom, hunt for great ideas from industry, other organisations, training and peers 	<p>Voice your views and ideas , even if different from others and gain insight from the world around you</p> <p>Be proactive by researching into new initiatives, ideas</p> <p>Overcome obstacles</p>
Initiative	<ul style="list-style-type: none"> ◆ Be proactive ◆ Ability to be self motivated and strive towards high levels of achievement 	<p>Look for new opportunities and be willing to initiate new ideas</p>

This job description, key skills, person specification and examples given are intended as a guide and are not an exhaustive list of duties, skills and behaviours necessary for the role. There will be a requirement to be flexible in line with changing needs.