



## HORTICULTURE TRAINER

**CLOSING DATE: Monday 13th December, 12 noon**

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63-75 Duncairn Gardens, Belfast, BT15 2GB

T: 028 9074 9494 | E: [info@groundworkni.co.uk](mailto:info@groundworkni.co.uk)

Charity registration number: NIC100017 | Company registration number: NI25852

**Help us  
empower  
communities  
grown from  
the ground  
up**



Dear applicant,

Thank you for your interest in applying for a position at Groundwork Northern Ireland. This is undoubtedly a challenging time for society, but amidst all of our current challenges, there are exciting opportunities for our organisation and those we are here to support.

We have been delivering services across Northern Ireland for thirty years and are very proud of our commitment to working with communities and supporting them to address their needs. Our work within communities supports them to enhance their lives, their places and their prospects while always considering how we can make them more sustainable, happy and healthy places to live, work and play.

We are a small team with a busy and diverse workload, no two days are the same! This means there is a huge scope to collaborate, learn and grow together and as individuals. We offer a supportive and fun workplace where people are listened to and encouraged. When we face challenges we do so together.

We offer employee-friendly working conditions and benefits and are committed to helping all of our employees develop in their careers through training and development.

I hope you'll want to join us as we set out on this next exciting chapter for Groundwork NI.

**Cara Cash - Marley  
CEO, Groundwork NI**

# Groundwork NI is a charity working locally to transform lives in the NI's most disadvantaged communities.

We help people to carry out projects that build stronger communities by improving green space, developing skills and creating jobs. Our work is changing places and changing lives.

## WORKING IN THE GRASSROOTS

- ✓ **Allotments:** We provide training and support to local community gardens.
- ✓ **Meanwhile Gardens:** We maintain local community gardens.
- ✓ **Green Jobs:** We develop and deliver training and employment programmes focusing on the development of horticultural skills.
- ✓ **Men's Sheds:** We support the development of Men's Sheds across NI.
- ✓ **Leadership:** We invest in our people. We develop and facilitate leadership programmes across Northern Ireland.
- ✓ **Beacon:** We have developed a Beacon: a low-emission alternative to the traditional bonfires.

## MANAGING FUNDING

We manage and distribute community funds for 2 landfill programmes and 5 windfarms across Northern Ireland and support Tesco with their Communities Grants programme. Our funding opportunities have supported hundreds of community projects throughout the years.

## GROUNDWORK UK

Groundwork UK is the national body of the Groundwork Federation, supporting, championing and representing the work of Groundwork Trusts across the UK.

This includes building national relationships with funders and policymakers, securing resources to support local delivery and acting as a managing agent for programmes and contracts delivered by Groundwork Trusts and other partners.

# WORKING FOR GROUNDWORK NI

## 01

### VALUES



**Our values inform what we do and how we do it.**

#### COMMITTED

We deliver work of the highest possible standard for our clients and go the extra mile to make them feel valued, engaged and safe. We believe in the difference we make and strive to make things better for all that we come in contact with.

#### AMBITIOUS

We will grow in a way that makes us proud. We see the value and potential of our work and want to help as many clients and communities as possible.

#### RESPECTFUL

We will be respectful of others in all that we do. We will treat others as we expect to be treated ourselves – we take care to understand our service users and our colleagues, and we look out for each other.

#### EFFECTIVE

We deliver on our promises to our clients, colleagues, communities and funders. We work hard to make the most of every opportunity and manage our resources to deliver best in class services that make a difference, delivering positive outcomes and best value for the funders.

# 02

## EQUALITY



We are fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

This means that decisions concerning recruitment, promotion or any other aspect of employment will be based on the needs of the organisation and not any assumptions based on sex, race, age, disability, sexual orientation, marital status, dependents, religion, political belief and community background.

This is an important commitment, which all employees are expected to share.

# 03

## SAFEGUARDING



We commit to doing everything we can to ensure the safety of those involved in our projects, programmes and services. Groundwork NI ensures that our safeguarding policy and practices are rigorously implemented and continually reviewed and improved.

Our safer recruitment practices help us to ensure that we recruit colleagues who share our high standards and expectations. All job offers are conditional on the receipt of satisfactory references.

Where appropriate, we ask our workers to complete an Access NI check. We are also obliged to confirm your identity and obtain proof of your right to work in the UK. We ask all staff to undertake safeguarding training when they join us.

# 04

## SUSTAINABILITY



Groundwork NI is committed to minimising its environmental impact and promoting positive environmental behaviour among its employees, service users, suppliers and partners. We will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment in all areas of our work and responsibilities for all employees.

## HORTICULTURE TRAINER

We are seeking two Horticulture Trainers who will deliver initiatives that will result in meaningful social change for communities and individuals. There will be one role per area (Belfast and L'Derry) and applicants will be asked to indicate in their application their area of preference. While based in their primary areas i.e. Belfast or L'Derry, the postholders will be required to travel regularly to the partner area.

The Greener Horizon project is a new and exciting programme of work for Groundwork NI, which we intend to build and replicate throughout Northern Ireland. The Horticulture Trainers will help shape delivery and support the Project Lead to further develop the programme.

The Greener Horizons project will provide support into employment for disadvantaged people living in marginalised communities through various training initiatives and practical support. The project participants will work alongside volunteers in community gardens and Groundwork NI hubs to learn about horticulture, while supporting the mental and physical health of the local community through the delivery of events and activities, raising awareness of the benefits of healthy eating and being outdoors.

The Horticulture Trainers will lead and be responsible for the development and delivery of the horticulture training element of the Greener Horizons project. This will include delivering OCN Level 1 and Level 2 Certificates in Horticulture via a combination of training courses and practical work. They will support participants to complete their training and help them develop future training goals as part of their transition plans in preparation for the program's end. The Horticulture Trainers will also support the delivery of the wider Greener Horizon programme objectives, working with and through local communities.

The Horticulture Trainers will be experienced trainers with excellent organisational abilities and attention to detail, as well as first-rate written and verbal communication skills. They will have an outgoing, professional manner, work well to deadlines, have a propensity for thinking ahead, and the ability to rise to the challenge of new or unexpected circumstances. A facility to think creatively and come up with innovative solutions is highly desirable, as is having experience in delivering a wide variety of horticulture-based training programmes. They will be self-motivated and dynamic and have a commitment to self-development and have a strong personal commitment to the aims and objectives of Groundwork Northern Ireland.

# TERMS & CONDITIONS

Salary:	£22,067 per annum
Hours of Work:	37.5 hours per week
Holidays:	25 days per annum plus 11 customary days
Pension:	Pension scheme offered in line with statutory guidelines
Duration:	10 months fixed term with the possibility of extension

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This post is subject to a six-month probationary period

In accordance with national provisions for the protection of children and adults at risk, applicants for jobs will be required to undergo Access NI checks with the Police Service for Northern Ireland.

At all times Groundwork NI posts are subject to the availability of funding and will be reviewed annually.

# MAIN DUTIES AND RESPONSIBILITIES

## 1. Project Delivery

- 1.1** Develop a Level 1 training product for accreditation with the Open College Network (OCN).
- 1.2** Train and supervise teams of unemployed and economically inactive people in horticulture, including meeting all the objectives and reporting requirements of the OCN. Level 1 and Level 2 Certificates in Horticulture
- 1.3** Ensure the health, safety and welfare of self and others while using the organisation's premises and resources or those under the post holder's supervision, regardless of location.
- 1.4** Oversee the full implementation of all relevant health and safety policies.
- 1.5** Conduct appropriate risk assessments and ensure that the necessary actions to mitigate risks are taken and recorded appropriately.
- 1.6** Develop participant training plans, alongside GWNI colleagues, ensuring participants have relevant training and work experience to meet the project outcomes and individual need.
- 1.7** Co-ordinate the training activities of the Greener Horizon's participant team.

ensuring the availability of the resources, equipment and transport necessary to facilitate the activities of the programme; this will require the post holder to negotiate with other members of staff regarding the logistics and allocation of the organisation's resources.

**1.8** Effectively maintain systems in accordance with GWNI policies and procedures, the accreditation body and funder requirements, that record the progress, outputs and achievements of the programme, along with maintaining records of participant progress and outcomes.

**1.9** Maintain and develop positive relationships with programme partners and supporters, ensuring the most effective transition for all participants at the program's close.

**1.10** Plan and undertake the assessment of participants, working with the Outreach Officers, Training and Transitions Development Officer and other GWNI colleagues.

**1.11** Ensure training is delivered and all training plans and records are completed to the required standard, on time, within budget and meet all agreed targets in accordance with partner / funder procurement, publicity and reporting requirements.

**1.12** Provide verbal and/or written reports to the Project Lead, senior management and project stakeholders on a regular basis, including financial information, as required and ensure GWNI's Project Performance targets are monitored and achieved.

**1.13** Engage effectively with internal and external verifiers ensuring that all documentation related to training are submitted in a timely manner, to aid participant progression.

## **2. Business Development**

**2.1** Support the wider GWNI team when appropriate to identify, pursue and deliver on procurement opportunities.

**2.2** Develop bids, applications and tenders as required to support the GWNI Strategic and Business Plans.

**2.3** Publicise, market and promote GWNI's projects, products and services.

## **3. Personal and Professional Development**

**3.1** Participate in the GWNI Performance Management and Appraisal process

**3.2** Identify learning and development needs, and evaluate training and development to demonstrate needs have been met

**3.3** Stay fully conversant with legislative, regulatory and professional developments relevant to the Trust's activities

**3.4** Share good practice and achievements, and actively seek opportunities to present outcomes.

**3.5** Contribute to the learning of others across GWNI by sharing knowledge and skills, both informally and formally



## 4. Additional

- 4.1 Play an active role in developing GWNI's employment and training offer and positively influence the Trust's overall programme of work.
- 4.2 Promote GWNI activities at a local and regional level; and provide an efficient and courteous service to clients.
- 4.3 Work as part of the GWNI team and support the Project Lead to ensure the effective delivery of the Greener Horizons Project and wider GWNI objectives, and any other work as may reasonably be requested.
- 4.4 Ensure adherence to all GWNI policies, procedures, relevant legislation and regulation.

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**This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

# PERSONNEL SPECIFICATION

## Qualifications, Skills and Experience Essential

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- A training qualification or a qualification that is deemed to be relevant to the work of the post
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- Evidence of a minimum of three years practical experience delivering accredited training programmes
- Experience of working with people not in education, employment or training and being able to demonstrate a knowledge of the issues facing unemployed people.
- Experience and a proven track record of developing effective partnerships
- Excellent customer service and interpersonal skills.
- Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages
- Excellent verbal and written skills, including the ability to communicate effectively at all levels
- Experience of risk management and appreciation of Health and Safety issues
- A full driving licence which enables the holder to drive in Northern Ireland and access to a car for official business (or access to a form of transport which will enable the applicant to meet the requirements of the post in full)
- Willingness to undertake regular travel between Belfast and L'Derry and to work out of office hours, where necessary

## Desirable

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- Experience of producing training and information material in a range of media.
- A horticulture qualification
- A First Aid qualification
- Experience of developing training products and new projects
- Experience of managing budgets
- Experience of and ability to use project management systems
- Experience of working with stakeholders from a variety of different sectors
- Knowledge of the issues facing communities in Northern Ireland

## What are the benefits of working for Groundwork Northern Ireland?

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What are my hours?	The full-time standard working day is 09:00-17:00 with a half-hour for lunch each day. Flexible arrangements are possible, on request.
How much holiday do I get?	Annual leave starts at 25 days per year and after 5 years it goes up by an extra 1 day per year until you have 30 days per year. You will also have 11 customary days per year. <i>All leave is calculated pro-rata for part-time employees.</i>
Will you help me develop?	We provide ongoing learning and development for everyone.
Are there financial benefits?	We offer membership to the HMRC cycle hire scheme across the UK and access to the Groundwork Reward Me Now app that works with great retailers to provide market-leading offers and discounts to GW employees.
Can I get childcare vouchers?	Yes, GWNI participates in the HMRC recognised childcare vouchers salary scheme.
Will I be able to save for a pension?	Yes, we operate a group personal pension scheme. GWNI will contribute 3% of the salary and the employee contributes a minimum of 2%.

## On completion of a satisfactory probationary period, we offer staff

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Sickness Absence Scheme	We offer full pay for 4 weeks once the probationary period is over, rising to 8 weeks after 18 months employment.
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Sickness Absence Scheme	We offer full pay for 4 weeks once the probationary period is over, rising to 8 weeks after 18 months employment.
Maternity, Paternity	We offer enhanced terms for expectant mothers and fathers.
Business mobile phone	We offer business phones to team members who meet a set criteria.

# GENERAL DATA PROTECTION REGULATION (GDPR)

## PRIVACY STATEMENT

### How we use your information

Groundwork Northern Ireland (GWNl) is committed to maintaining high standards of privacy and data protection for our stakeholders and those we work with. This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

### Who we are

Groundwork Northern Ireland is a charity and company limited by guarantee based at 63-75 Duncairn Gardens, Belfast, BT15 2GB.

GWNl is registered with the Information Commissioner's Office

Registration Number: Z9691534

### Sharing your personal data

We may employ third party companies and individuals to facilitate our own service provision, to provide a service on our behalf, to perform related services or to assist us in analysing how our service is used. These third parties may have access to your personal information only to perform these tasks on our behalf and must comply with GWNl's Data Protection Policy.

We may share personal data with other people or organisations where we have obtained your consent.

### We use the following lawful bases to process personal data:

- Where you have given consent for us to do so;
- Where it is in our legitimate interests and this is not overridden by your rights and freedoms;
- Where it is necessary to meet our legal obligation;
- Where it is necessary for us to fulfil a contract or pre-contractual obligations;
- Where we are protecting someone's vital interests;
- Where we are fulfilling a public task or acting under official authority.

## Your rights

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information that we hold about you.

GWNI tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a Subject Access Request. If we do hold information about you that you are entitled to, we will engage with you and endeavour to:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the relevant information in an intelligible form remove your data, on request, if this would not prevent the administration of a service we are contracted to deliver

To make a request for any personal information we may hold you need to email [info@groundworkni.co.uk](mailto:info@groundworkni.co.uk).

### Your rights under data protection laws

The General Data Protection Regulation provides the following rights to you:

- The right to be informed about the processing of your personal information
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- The right to object to processing of your personal information
- The right to restrict processing of your personal information
- The right to have your personal information erased (the “right to be forgotten”)
- The right to request access to your personal information and to obtain information about how we process it
- The right to move, copy or transfer your personal information (“data portability”)
- Rights in relation to automated decision-making which has a legal effect or otherwise significantly affects you

GWNI endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide

exhaustive detail of all aspects of GWNI's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. If you want to make a complaint about the way we have processed your personal information, or if you have a query or any concerns, you can email [info@groundworkni.co.uk](mailto:info@groundworkni.co.uk).

Please note that the exercise of your rights is dependent on the lawful basis that has been used for each processing activity. You also have the right to lodge a complaint with the Information Commissioner's Office, which enforces data protection laws: <https://ico.org.uk/concerns>

### **When you email us**

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with our policies. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

Emails may be shared within GWNI to ensure that a query is addressed to, and resolved by, the correct Department.

### **When you contact us via social media**

GWNI uses a variety of social media outlets to engage with stakeholders. We cannot guarantee that information shared through these media will be private, for example, if you share your contact details in an unsecure and public space then these may be viewed by parties other than GWNI. Please do not share personal information in a public forum.

If you send us a private or direct message via social media the message will be stored but will not be shared with any other organisations.

### **When you visit our office: CCTV**

GWNI has four CCTV cameras installed that video record at four points covering the entrance to the office. These are for security purposes only, allowing for the premises to be monitored and acting as a deterrent to any potential criminal activity. The CCTV is stored in a secure room. Recordings are retained for one month, long enough for any incident to come to light and the incident to be investigated, after which they are

automatically erased. Except for law enforcement bodies, images will not be provided to third parties.

## **Job Applicants**

### **What will we do with the information you provide to us?**

The information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements, if necessary. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

### **What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask; however, it might affect your application if you don't.

We ask you for your personal details including name and contact details. We will also ask you about your previous employment and experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We might ask you to attend an interview. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by GWNI.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be held on a reserve list. If you say yes, we will



we will proactively contact you should any further suitable vacancies arise.

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. You will therefore be required to provide:

- Proof of your identity
- Proof of your qualifications
- Access NI check

### **How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point, and information generated throughout the assessment process will be retained by us for 12 months.

Equal opportunities information is retained for three years whether you are successful or not. These timeframes are in line with the Fair Employment and Treatment (NI) Order 1998.

### **How to contact us**

To request information about our privacy policy please email [info@groundworkni.co.uk](mailto:info@groundworkni.co.uk).