



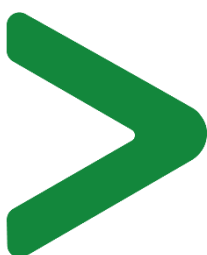
Horticultural Trainee

(fixed term 3 months starting June 2025)

Closing date: 4.00 p.m. Monday 14th April 2025

Groundwork NI,
63-75 Duncairn Gardens,
Belfast BT15 2GB

Help us change places and change lives



Thank you for your interest in applying for a position at Groundwork NI. This is a challenging time for society, but a hugely rewarding time for our organisation.

Established in 1991, Groundwork Northern Ireland is a charity that is passionate about creating a future where every neighbourhood is **vibrant and green**, every community is **strong** and able to **shape its own destiny** and **no-one is held back** by their background or circumstances.

We help people gain skills, get into training and work; we work with communities to protect and improve green spaces; lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health.

We have distributed over £6 million in grants to community projects; provided nearly 100 beacons for community celebrations; supported 96 Men's Sheds across NI and transformed unloved spaces into Meanwhile Gardens.

We're a small team with a busy and diverse workload, which means there is huge scope to collaborate, learn and grow. We offer excellent working conditions and benefits and are committed to helping all of our employees develop their careers.

I hope you'll want to join us as we set out on the next exciting phase of our organisational journey.

A handwritten signature in black ink, appearing to read 'S Reece-Mills', with a horizontal line underneath.

Sarah Reece-Mills
Interim CEO

ABOUT GROUNDWORK NI

GROUNDWORK NI

Groundwork NI is part of a national federation, supporting and championing communities across UK.

We want to see empowered communities grown from the ground up, that are sustainable, happy and healthy places to live, work and play.

We will help communities create better places .- Through our work we help to make communities greener, safer, and healthier by enabling people to work together to bring about change at a local level.

We will support and enable people to improve their prospects- Increasing the confidence, resilience, skills, wellbeing and employability of those who need our services.

We will promote greener choices- Helping people and businesses think about the environment around them differently, realise their impact on it and helping them to cut waste, save money and live more healthily.

WORKING FOR GROUNDWORK NI

01

VALUES



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

We are **environmentally aware** and focused on **communities in need**.

We are **collaborative**, show **integrity** and strive for **quality** in everything we do.

We are committed, respectful and work hard to make a difference, delivering positive outcomes.

02

EQUALITY AND DIVERSITY



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.


We value diversity and flexibility in our workforce as we think it gives us access to a wider range of skills. We therefore strive to be an equal opportunities employer. 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, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief (these are known as 'protected characteristics'). 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. Our safeguarding team 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. We are also obliged to confirm your identity and obtain proof of your right to work. 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. Our sustainable development policy sets out how we will manage our assets and activities in a way that's consistent with our values and demonstrates our commitment. The policy relates to all areas of our work and contains responsibilities for all employees.

Horticulture Trainee

(fixed term contract 3 months)

Are you passionate about gardening and eager to develop your knowledge and experience in Horticulture? We are excited to be recruiting for a **Horticultural trainee** to work in GWNl's four community gardens based in East, West, North and South Belfast.

Horticultural qualifications or previous work experience aren't required for this trainee role, however, to apply for the role you must be under 25 and have a passion for working outdoors and some knowledge of gardening and be available to work over the summer months.

Community gardens and allotments offer a valuable space for individuals of all ages and abilities to enhance their health and well-being. By engaging in the cultivation of fruits and vegetables, participants can develop new skills, enjoy fresh produce, and foster social connections within their community. These activities not only promote physical health but also contribute to mental well-being and a sense of belonging.

In this role, you will support local groups and volunteers in creating and maintaining community allotments and gardens, working with the Horticulture leads and volunteer gardeners to develop community growing spaces, fostering a sense of community and shared purpose.

The Horticulture Trainee will have a passion for gardening, and enjoy meeting and working with others, their community, with good communication skills and the ability to work independently in a professional manner.

Groundwork NI is committed to being an inclusive employer and offers flexible working arrangements and supportive, family friendly policies.

Start date 1st June 2025

RECRUITMENT PROCESS

Closing date: 4.00 p.m. Monday 14th April 2025

In order to apply for this role please send the following to info@groundworkni.co.uk



An up-to-date CV (in word format)

Note: Your name and any information that could be used to identify your age, gender or ethnicity will be removed by our HR team before shortlisting



Supporting statement

This should be a maximum of two pages of A4 setting out why you wish to apply for the position, and **how your knowledge, skills, experience and values meet the requirements of the role.**



Signed GDPR Statement Acknowledgment

This document will be removed by our HR team prior to shortlisting*



Completed Equal Opportunities Monitoring Form

This document will be removed by our HR team prior to shortlisting*



Completed Self-Disclosure Form

This document will be removed by our HR team prior to shortlisting*



A completed Referees Form

This document will be removed by our HR team prior to shortlisting*. This should contain contact details of 2 referees, one of which should be your most recent employer if you have one. Please note referees will not be contacted unless you are successful at interview stage.

*Groundwork NI collects this data to help ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition of the GDPR under which processing of sensitive data can take place.

INTERVIEWS

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews in person:

JOB DESCRIPTION

Horticultural trainee

| | |
|------------------------|-----------------------------|
| Responsible to: | Horticulture Lead |
| Location: | Belfast |
| Term: | Fixed term 3-month contract |
| Hours of Work: | Full time |

Job Description

The Horticulture trainee will be a member of the Horticulture Team and support community groups in Belfast to create new community gardens and maintain existing gardens. They will support colleagues to develop new initiatives involving horticulture and deliver training to groups. With the support of volunteer gardeners, they will help to maintain GWNI's four community gardens based in East, West, North and South Belfast.

TERMS AND CONDITIONS

| | |
|-----------------------|----------------------------|
| Salary: | £23,875 pro rata per annum |
| Hours of work: | 37.5 hours per week |
| Duration: | 3 months summer position. |

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.

MAIN DUTIES AND RESPONSIBILITIES

- 1.1 Sow seeds, transplant seedlings, weeding, watering and monitoring for pests and disease.
- 1.2 Assist the Horticulture Leads to ensure the gardens and polytunnels are cleaned and organised, stocked with supplies, and working efficiently.
- 1.3 Assist with the delivery of community growing projects.
- 1.4 Identify and attend relevant training sessions to learn about horticulture and

community gardening.

- 1.5 Undertake any other work as may reasonably be requested by the Horticulture Leads.
- 1.6 Follow all GWNI policies and procedures.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

Person Specification

| Specification | Essential | Desirable |
|--|-----------|-----------|
| Passion/knowledge of gardening | ✓ | |
| Experience of working of working with community organisations and running events/activities | | ✓ |
| Proactive communication and team-working skills | ✓ | |
| Ability to plan, organise own workload and deal with competing demands | ✓ | |
| Ability to work on own initiative with minimal supervision | ✓ | |
| Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages | | ✓ |
| Full, clean driving licence and access to a vehicle that can be used for work purposes. | | ✓ |
| Experience of developing and publishing content on social media | | ✓ |
| Alignment with Groundwork NI's values: <ul style="list-style-type: none"> ○ Committed ○ Ambitious ○ Respectful ○ Effective | ✓ | |
| Flexibility and responsiveness to change | ✓ | |

Fair Employment Monitoring Questionnaire

Private & Confidential

Introduction

Groundwork NI is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees, and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic communities

| |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

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.

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.

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.

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 Groundwork NI.

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 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.

Declaration

Under the General Data Protection Guidelines, Groundwork NI is required to notify applicants and prospective employees as to how their personal data will be processed and used. This application, excluding the equal opportunities monitoring form, will be retained by Groundwork NI for a maximum period of 12 months, unless you are the successful applicant for the post, in which case your application will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data, this information will be used to assist us with recruitment monitoring. It will be held separately from other application forms and will be retained for a three-year period under obligations arising from NI Equality Legislation. It will also be held electronically.

By signing this form, you are giving consent to Groundwork NI to use this data in the way described above.

Name (capitals): _____

Signed: _____ **Date:** _____

Please ensure that you have read and checked this statement thoroughly prior to submission ensuring that you have followed the instructions carefully.

Referees



Please give details of two people (not relatives) that we could approach for references, **one of which should be your current or most recent employer.**

Please ensure that you have obtained their permission prior to submission. By completing this section, we will assume you have given these referees permission to disclose information about you to us.

Referees will only be contacted for successful candidates.

| | |
|--|--|
| Name: | Name: |
| Job title: | Job title: |
| Organisation: | Organisation: |
| Address: | Address: |
| Mobile Tel No: | Mobile Tel No: |
| Email address: | Email address: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

Self-Disclosure Form



Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland)

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Please read the following information carefully and then answer the questions.

Commitment to Fair Selection

Groundwork NI complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997 (and such equivalents as applicable in Northern Ireland), for the purposes of assessing applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes.

We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a disclosure on the basis of conviction or other information revealed.

Rehabilitation of Offenders (Exceptions) Order (Northern Ireland)

Your duties in relation to this post may mean that you will have access to children and adults at risk, therefore, you must disclose ALL criminal convictions including those you may regard as spent. In addition, you must disclose any information relating to outstanding charges.

Have you ever been convicted of a criminal offence, spent or not as defined in the above Act? Yes No

Or are there any charges outstanding? Yes No

If you have answered yes, please provide details below of date(s), offence(s) and sentence(s) passed:

Please provide any other information you feel may be relevant to your application.

This may include a description of your circumstances at the time, how your situation may have changed, positive outcomes arising from the conviction such as training received during a period of custody and/or why we should disregard the conviction.

Please also confirm that you are not listed on either of the following lists.

- I confirm that I am not listed on the children's' barred list.
- I confirm that I am not listed on the adults' barred list.

Notice to Applicants

Please return this form with your application. The information disclosed on this form will not be kept with your application during the application process. After the interview stage the selection panel will open the envelope of the candidate who received the highest score, and separate arrangements will be made to discuss any criminal convictions.

I can confirm that to the best of my knowledge, the information given on this form is true and complete.

Name (capitals): _____

Signed: _____ **Date:** _____

Warning: Failure to provide correct information may affect your application.

We do not wish to exclude ex-offenders; however, we must ensure that the offence(s) that led to conviction(s) is/are not manifestly incompatible with the post in question.