

## Information about the Relief Cover Staff role

We need extra relief staff for several areas at Brunswick. Our ideal candidates will have skills in more than one area but as a minimum, we need you to have strong skills and experience in at least one area of our work.

When leading a group, you will be working with a group of about five adults with learning difficulties. You will be responsible for supporting them to safely carry out the planned work and help create a positive work environment for everyone. You will set up members of the group with different tasks and then be able to keep prompting and ensuring that they can progress with their work. You will be able to help our workers learn new practical skills and think about their personal development at work.

### Our core work areas

**Gardening Services:** The Gardening Services teams provide a professional garden maintenance service across York. Our customers include private homeowners, schools and housing associations. We carry out a range of work from regular maintenance work to full redesigns of gardens and outdoor spaces. You will be responsible for supporting the group to carry out the planned work safely and to a high standard. You need a good knowledge of landscape gardening and garden maintenance as well as good plant knowledge. You will also have experience of using garden machinery although some training can be given.

**Horticulture:** We have a range of groups that work in horticulture. The groups sow seeds, prick out seedlings, pot on plants and provide plant care. Our garden nursery produces and looks after thousands of plants each year. We also have groups that grow and harvest a wide range of organic vegetables in our garden. To lead these groups you will need a good general knowledge of horticulture and plant identification. We would also like you to tell us where most of your experience lies eg. potting or vegetable growing. If called in for unplanned cover, your knowledge should be strong enough to enable you to be able to assess the different plants or crops and decide what the priorities are.

**Crafts:** In crafts, the group will work to produce a range of different products. These include greeting cards, jewellery, woven rugs, wrapping paper, pressed and dried flowers. We sell these products both in our own shop but also to external retailers. Your level of knowledge and skill should enable you to oversee production of high quality products that are up to retail standard. You will have good practical craft skills and experience and we would also like to know where your expertise or

experience lies eg. jewellery making, weaving or other areas. If you don't have experience in all of the crafts we produce, we will provide training.

**Catering:** This group runs in the mornings and prepares a snack and lunch – the lunch tends to be for around 15 people. You will need to be able to break down tasks to give to workers and have an excellent awareness of food hygiene, health and safety and time management to make sure the food is ready for the lunch break. We run a seasonal weekend cafe from Easter to October each year and so during this time, the Catering groups also produce food for the cafe. You will need to be confident cook, be able to develop worker's skills in the kitchen, and be able to keep track of what each person is doing whilst also remembering what's in the oven!

**Shop:** In the shop, you will be responsible for opening and closing the shop. You will have a friendly approach and be happy to help customers with their purchases – we will ask you to go the extra mile for our customers. If you have knowledge of plants, this will be a real asset as many customers ask for information or advice about plant purchases. You will need to have good numeracy and cash handling skills and be able to use our electronic till and pdq machine (training will be provided). You may also be working one-to-one with one of our workers and so you will need to be able to think about tasks they can do as they work alongside you.

**Woodwork:** Our woodwork groups create items such as birdboxes. They also work on commissions such as benches. You will need experience of woodwork, excellent health and safety awareness particularly around use of tools, and be able to produce high quality goods for sale.

**Office administration and organising events:** We have an office-based group who organise events, write our newsletter and help to share information about things happening in the local York community that people at Brunswick may be interested in. To cover the staff member running this group, you need to have good computer skills, be able to seek out and then structure information eg. information for the newsletter and then deciding how this should be organised, and be able to think about and spot if all the small details are completed to help make an event run smoothly.