

Job Description

Job title:	RF Works Deputy Manager		
Department:	RF Works – Horticulture		
Job Family:	Operational Management		
Location:	Growing Places OR Nowton Nursery		
Reports to:	RF Works Manager - Horticulture		
Salary Point*:	1 to 3	Hay points*:	252
Evaluated date*:	03/03/21		
Hours / week:	Up to 37 according to business need		
Status:	Permanent		
Supervisory responsibilities	Yes		
Job Shares will be considered for this post	No		
This position requires travel around the county and the ability to work flexible hours.	Yes		

**To be completed by HR after evaluation has taken place*

Overall Job Purpose:

A brief statement about the main objectives of the post

Reporting to the RF Works Manager (Horticulture), the Deputy Manager role is responsible for the operational management of **either** Growing Places **OR** Nowton Nursery.

Operational management of the site will include ensuring a safe learning and work environment for staff and supported adults with disabilities that ensures efficient use of physical and human resources.

The role is also responsible for implementing the social business's plans to enhance the commercial success of the enterprise and increase the provision of work and wellbeing opportunities for people who frequently face barriers to meaningful employment and/or social engagement.

RF Works Horticulture is based either at Growing Places, our two acre plot growing produce for the popular vegetable box delivery scheme, or Nowton Park Nursery, growing plants and flowers to sell to the public and providing commercial gardening and fulfilment services.

****This role is subject to an (enhanced) DBS check.**

Realise Futures CIC

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Main Duties and Responsibilities:

A brief description of the most important tasks of the post

Provide leadership and direction to the team, deploying personnel to best effect and within budget whilst following all company processes and policies for line & performance management (including accurate maintenance of personnel records) that includes implementing identified training needs

Support Senior Coaches to plan wellbeing tasks and activities on site that meet with the progression and achievement of aims identified by individual wellbeing clients (which will include the maintenance of appropriate ratios of personnel)

Assist the RF Works Manager to develop, implement and monitor the strategic plan for the enterprise that supports social & commercial aims for the business, providing regular progress reports to the Manager against agreed targets

Ensure the safe operation of the site that encompasses best practice in Health & Safety, Safeguarding and ED&I and strict adherence to company policies and relevant legislation

Support the coaching team to deliver best practice activities & support to wellbeing and robust maintenance of wellbeing documentation that meets company quality frameworks and commissioners requirements. This will include identifying professional development/training needs.

Maintain regular contact with the Supported Employment & Supported Business Coordinators to inform learning & progression plans for supported employees and wellbeing placements.

In conjunction with the RF Works Manager, liaise with the Brand & Communications Coordinator in planning/implementing marketing and promotional campaigns that promote the enterprise and demonstrate positive social impact

Undertake research to inform purchase/supply of products & services that meet the social enterprise ethos and brand and, in discussion with the RF Works Manager, seek new suppliers that match company values.

Where relevant, ensure that personnel understand and follow organisational policies and procedures, including financial regulations and practices in the collection, storage and transfer of money.

Where required, and where clear boundaries are agreed, assume duties and responsibilities of the RF Works Manager in their absence

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<p>1. Know-How:</p> <p><i>Know-how is defined as the sum of every kind of knowledge, skill, and experience required for standard acceptable performance in a role. Forward planning is concerned with the complexity of the planning required in the role, the time span that planning has to take place over i.e. how far does the job holder have to plan ahead and the scope of the planning, i.e. one department, a division or across the whole company. Communication is concerned with whether or not the job holder has to merely communicate with or influence others and the levels to which the role requires them to do so.</i></p>	<p>The skills, expertise, and training required for the job are:-</p> <ul style="list-style-type: none"> • Degree and professional qualification in the relevant discipline or evidence of equivalent experience • Up-to-date and extensive working experience in a social enterprise setting • Experience of leading and line managing a team • Experience of budget monitoring • Working knowledge of Health & Safety, EDI and Safeguarding legislation <p>Specific qualifications or training essential to the job are:-</p> <ul style="list-style-type: none"> • Minimum Level 3 qualification in the Health & Social Care sector and/or relevant experience in the field at a supervisory level. • Minimum L2 IT qualifications and working knowledge of Microsoft applications, specifically Excel <p>The amount of forward planning required in the job is:-</p> <p>High</p> <ul style="list-style-type: none"> • An annual marketing plan and planting schedule will be produced that will require at least quarterly reviews to ensure campaigns are coordinated and supplies support the schedule as well as wellbeing tasks/activities. • Ability to balance and prioritise own and team workloads adopting flexible responses to wider enterprise demands e.g. fulfilment tasks/seasonal surges in product demands etc. • Ability to forecast and effectively deploy physical and human resources within tight time and budgetary boundaries ensuring correct ratios for support are in place for both planned and unexpected absences <p>The type of communication and interaction needed in the job is</p> <ul style="list-style-type: none"> • Good levels of influencing and negotiation skills to effect change in attitudes and working practices • Ability to work effectively in a team environment at all levels
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	<ul style="list-style-type: none"> • Able to present information appropriately to individual members of the public as well as a wide range of business and community organisations • Good emotional resilience levels required as the working environment will involve supporting staff to manage/addressing challenging behaviours sometimes displayed by adults with learning difficulties
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<p>2. Problem-Solving:</p> <p><i>Problem solving is concerned with the levels of autonomous thinking required in the role for analysing, creating, reasoning and arriving at conclusions. Consider the job holder's freedom to think and the amount of guidance available and the level to which constraints exist as to how problems may be resolved, i.e. levels of supervision / direction and processes or procedures that dictate the way in which a task is to be performed. Also consider the scope of the thinking required in the role, i.e. is there a clear right or wrong answer or is an element of judgement required.</i></p>	<p>The level of analysis, evaluation and problem solving required in the job are:-</p> <ul style="list-style-type: none"> • Proven ability to interpret and analyse diverse information (qualitative and quantitative) • Good organisational skills, able to prioritise and manage workloads and people to meet deadlines and deliver services that meet company, legal and contractual obligations • The ability to solve problems or queries effectively and efficiently, using judgements based on sound and reasoned practice, escalating to manager where appropriate. <p>The level of creativity and/or original thought to resolve issues is:- Medium</p> <ul style="list-style-type: none"> • Creative solutions to supporting the needs of employees, wellbeing placements and stakeholders, within agreed boundaries, will be required.
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<p>3. Accountability:</p> <p><i>The freedom to take decisions is influenced by the presence or absence of constraints such as managers, processes and procedures and guidance. The nature of impact is concerned with the extent to which the role directly impacts on end results whilst the magnitude of impact considers how much of the organisation is affected by the job holder's accomplishment of the job's basic purpose.</i></p>	<p>The amount of freedom to take decisions in the job is:- Medium</p> <ul style="list-style-type: none"> • Autonomy for day-to-day decisions that impact on the smooth running of the site and the people working and being supported on it (<i>subject to adherence with company processes & management guidance</i>) <p>Nature of impact:-</p> <ul style="list-style-type: none"> • The ongoing success of the enterprise is reliant on meeting wider key aims; the post holder occupies a significant supporting role in those achievements (i.e. instrumental in achieving income generation, commercial and framework compliance targets)
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	<p>Magnitude of impact:-</p> <ul style="list-style-type: none"> RF Works represents a third of the company's revenue. The post holder, whilst working within pre-determined parameters and guided by their line manager, makes significant contributions to the ongoing viability of the individual social enterprise (<i>i.e. generating additional wellbeing and/or work experience opportunities, profit margins on products etc</i>)
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These duties and responsibilities are indicative and not exhaustive. We may make adjustments from time to time to reflect the changing needs of the organisation. We may require you to carry out reasonable alternatives within the character of your post. We expect you to adopt a flexible approach to your role but will consult you about significant changes.

Evaluation

D 1 2 (152), D 3 (43), D 1 C (57) Total 252 points

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