

## Employee Achievement Record: Richard Clare

<b>ACHIEVEMENT</b>	<b>Date / Year(s)</b>
Volunteer representative – Proposals to develop gardens accepted by Trust	1994
Renovation and restoration of gardens after 20 years' neglect – Polytunnel / Greenhouse / Summerhouse / Raised Beds / Orchards / Borders / Herb Bed	1994 – 2001
Mortgage on house and grounds – Triodos bank impressed by Organic garden, helped get mortgage (£170 K).	1997
Organised Gardens Open days / weekend – up to 1000 visitors per event / Publicity in national press ( The Times)	'96 / '98 / 2000 / '01/'02/'03/'04
Established Unstone Grange Gardens Association as membership organisation	1998
Application to/Grant from National Lottery - £ 2500 (Gardens Assoc.)	1999
Soil Association Certification – Application process and annual inspection & renewal Richard was the Licensee and named Organic symbol holder for 5 years	1999 / 2000 / 2001 / 2002 / 2003
Helped organise and contributed to Community Composting Network's Annual General Meeting weekends Provided workshops and presentations	1998 / 1999 / 2000 / '01 / '02 / '03 / '04
Awarded Soil Association's Organic Food Award for Best Community Organisation	2001
Collaborated in applying for funding from Opportunities for Volunteering. Obtained 2 years' project funding (£ 36k p.a.)	2001
Employment as Volunteer Co-ordinator (Horticulture) - Supervision of Volunteers, Apprentices , Clients, Caretakers and Co-workers. Opportunities for 30 people per week (on average)	2001 – 2004
Organic Gardening for Health Project judged in top 5% nationally by Opp.s for Vol.s – Third year's funding granted.	2003
Organised Winter Training Programme – weekly visiting speakers and presentations (20 events per year)	2001 / 2002 / 2003
Organised annual Seed Swap events for general public	2002 / '03 / '04
Organised annual Apple Day events for general public	2002 / '03 / '04
Collaboration with THRIVE (Loughborough University) research into therapeutic benefits of horticulture	2002 – 2004
Health and Safety Officer	2001 – 2004
Qualified and registered First Aider	2001 – 2004
Collaborated in successful application to Learning and Skills Council for 2 years' funding.	2003 / 4
Authored and registered learning programme ( "Organic Culture and Cultivation" ) with North-east Midlands Open College Network	2004
Delivered Theory of Organic Cultivation course to 15 students – 8 gained OCN accreditation.	2004

**Personnel Assessment: Richard Clare**  
**Post: Volunteer Co-ordinator (2001 – 2004)**  
**Summary of Main Activities and Responsibilities**

- Transport – Chauffeur / Taxi / Lifts
  - Bulk Deliveries – e.g. Leaves / Fertilisers / Rock dust
  - Supporting Materials – Riddles / Displays / samples
- Preparation – Mental – Task Range and Options
  - Medium / long-term planning
  - Physical elements – arrange / provide
- Administration – Volunteer Expenses / Diary
- Menial / Housekeeping – Tidy up / empty bins / washing up /  
cook soup / making tea / washing towels /
- Caretaking – Locking / Unlocking / Putting away tools
- Buildings - construction and maintenance

**Volunteer co-ordination and organisation**

- Individual motivation / Mentoring
- Buddying – Mentor development
- Team-building – group dynamics and direction
- Managing relationships – Counseling / Confidential Information
- Physical Training and Instruction
- Care Work – settling / calming / re-assuring
- Disability Work – Assess and compensate for
- Communications Skills – Befriending / Interactional analysis
- Horticulture – Demonstration and Instruction
- Organics – Support and advice
- Teaching and tuition – Information exchange
- Recruitment – Talks / telephone / SOFI Leaflets
- Events – Planning / preparation / performance
- Training Programme – organise speakers
- Publicity / Advertising / Appearances
- Meetings – attend and contribute / respond
- Environmental Health – Assess / Recommend / Ensure
- Health and Safety – Risk Assessment and Minimisation
- First Aid – Attend and Administer
- Recording / Archiving function – Digicam / Video
- Attendance Record – Diary – Activities + pictures
- Website – Design / Updates
- Information for Progress Reports