

CURRICULUM VITAE : RICHARD CLARE

41B BURNS ROAD SHEFFIELD S6 3GL

DATE OF BIRTH: 13.11.64

SINGLE

ROBUST HEALTH

FULL, CLEAN DRIVING LICENCE

EDUCATION

6.76-6.79 Hove County Grammar school [which became..]

9.79-6.83 Blatchington Mill Comprehensive, Holmes Avenue, Brighton.

10.83-6.86 University of Sheffield, Weston Bank, Sheffield

QUALIFICATIONS

O levels: 6.80/6.81/6.82

Grade **A:** Latin/ English Literature/ French/ Mathematics/ Physics/ Geography

Grade **B:** English Lang/ Chemistry/ German/ History/ Economics/ Sociology

Grade **C:** Additional Mathematics

A Levels: English Literature / French / Economics (All **Grade B**)

S Level: English Literature (Distinction)

6.86 Graduated in English Literature. University of Sheffield. 1986.

Degree class 2:1

10.86 Passed **Civil Service** "Faststream" entrance exam

6.87 Linguarama **T.E.F.L.** residential course at University of Kent

6.99 Training For Trainers (O.C.N. 7307) with Voluntary Action Sheffield

6.2000 Fundraising (O.C.N. 2536) South Yorkshire Funding Advice Bureau

6.2000 Author: Open College Network course 3428

“Organic Culture and Cultivation”

See summary document attached.

COURSES

- Autumn.88: Sheffield Association for the **Voluntary Teaching of English**
Dayschool on **Biodynamics** with Hans Kern at Sheffield Steiner
"**Wildflowers of Sheffield**" with Gerry Firkin and Ian Rotherham
- Aut 89 "**Medicinal Properties of Plants**" with Patrick Harding
- Aut 90 "**Alternative Therapies**" Patrick Harding
- Aut 91 "**Plants of Manmade Habitats**" Patrick Harding and Gerry Firkin
[above courses by Sheffield University Division of Continuing Education]

EMPLOYMENT

- 7.83-10.83 **Clerical Assistant** Brighton Health Authority, District Supplies
- 10.86-4.87 Temporary Credit Control **Clerk** at TSB Trustcard, Brighton
- 4-6.87 Temporary **Storeman** for ARC Lewes, East Sussex.
Employed by Manpower
- 6-9.87 **Teaching** classes of Spanish language students in Brighton
- 10.98-10.90 Running own **business** "Flowmotionpictures", on Enterprise
Allowance Scheme [marbled paper, cards and giftwrap]
- 1988-98 **UNEMPLOYED / UNWAGED**
But fully occupied allotmenting, composting and related activities.
- 3.99-2001 Employed by **Sheffield Organic Food Initiative** (Annual Report)

VOLUNTARY/COMMUNITY

- 5.91-1.98 **Treasurer** [91-2] and **Chair** [94-97] of the Ponderosa
Environmental Group
- 94-2000 Member and Chair of **Healthy Gardening Group**
- 94-98 Attended Sheffield City **Council's** North West Inner City Action
Plan's Environment and Open Spaces **meetings**
- 94-2001 Volunteer at **Unstone gardens** / Organised Organic development.
- 99-2001 Supervised **Organic Opportunities** project in Netherthorpe.

SECTION TWO - WORK SKILLS

In this section, please give details of **specific skills** you possess which meet the **requirements** of the post for which you are applying. Skills covered should include any specialised **expertise** required.

I believe I am uniquely qualified to undertake the responsibilities outlined in the Job Description.

In addition to the qualifications and experience in my C.V., I have deep sympathy and understanding of the aims and methods of the Trust and an immense commitment to the success of the whole enterprise.

Having had several years of direct and indirect contact and experience with a wide range of typical client profiles, and as somebody who has himself benefitted from the healing experience of organics, despite experiencing deprivation and poverty, I believe I will be able to empathise with participating volunteers from all backgrounds.

Please also refer to 3428 Programme document for a detailed outline of specific skills and expertise I will bring to this project. I have produced evaluation and assessment forms, and also a comprehensive range of handouts and information leaflets, which could be adapted to meet the needs of the project.

SECTION THREE - PERSONAL EFFECTIVENESS

In this section, please give details of your skills in areas such as **problem-solving, decision-making, strategic thinking, developing credibility and authority, being pro-active** etc.

My capacity for rational analysis, deduction and planning has been honed and adapted to the multiple requirements of organic volunteering projects. I would hope to combine positive assertiveness with sensitivities for the individuals involved and the success of the project as a whole.

My self-confidence has developed to the extent where I can trust my own judgement and intuitions regarding organic horticulture. This forms the basis and foundation to inspire others to have confidence both in me and in themselves.

My ability to generate belief and respect in others, and my track-record of initiating change and progress are apparent in the achievements of Sheffield Organic Food Initiative (see Annual Report 2000).

Thanks to ten years of public service in the organic field, I have developed a good reputation amongst influential individuals and organisations, and minor status in the mind of the local public.

SECTION FOUR - INTERPERSONAL SKILLS

In this section, please give details of your skills in dealing with both **individuals and groups.**

Ref: SOFI Annual Report for typical range of contacts / activities.

My vocational development has followed a pattern of continually expanding the range and variety of groups with which I work whilst always remaining largely self-reliant, in terms of assuring daily and project delivery. My experience in handling group dynamics has developed over the past ten years to the point where I feel competent to try to cope with any situation likely to occur in the working environment.

I would hope to be able to encourage and maintain a positive atmosphere and develop friendly working relations amongst all parties involved in the project.

My interest in human nature and interaction has been strong since I took a course in Co-counselling in 1983. My final year degree special subject, Linguistics and Semiotics, took this fascination to its logical and scientific extreme, covering the meta-mechanics of communication of all and any type, regardless of message or medium (!). So after that, you can imagine what a relief it is to be able to focus my perception of the human condition in such tangible and tactile contexts as food-growing and gardening activities.

One of the potential benefits of organic activities is that they can be a potent therapeutic agent, depending on individuals and their backgrounds. This could be simply a personality diagnosis based on their practices and attitudes, up to the experience of strong emotions (i.e. naturphobics can be gradually guided through a type of primal therapy to relieve them of their symptoms).

SECTION FIVE - LEADERSHIP, MANAGEMENT AND TEAM-BUILDING AND TEAM MEMBERSHIP

In this section, please give details of your skills in **leading and managing others**. Also outline your personal **approach** to being a member of a **team**.

I have developed ample leadership and management skills by assuming responsibility for many voluntary projects over the course of the last ten years.

My competence is directly derived from my practical everyday experience of providing supervision, support and direction to groups of volunteers and students.

My approaches to different team functions and outputs would be flexible according to the context and characters involved.

I hope I could adapt to generate the most appropriate outcomes possible.

My record of collaboration and co-operation on a wide variety of projects confirms that I am capable of contributing to teamwork of all types at all levels.

SECTION SIX - EXTERNAL RELATIONS

In this section, please give details of your skills in areas such as handling **external contacts, networking** and responding to the external environments of your **organisation**.

By gradually evolving an interest in organics, deriving from my own personal quest, I have developed a thorough and all-encompassing map or picture of the material and personal logistics necessary for a successful project.

In addition to communication about everyday necessities, I have also been able to build up a thorough network of formal and personal contacts locally and nationally.

I have represented several organisations in various media:- Press / Radio / T. V. / Video / Magazines / Newsletters etc.

SECTION SEVEN - ADDITIONAL INFORMATION

Please use this section to set out any further information you believe is **relevant to the post** for which you are applying.

Indicate why you would be **suited** to the post, what **distinctive** qualities you would bring to it, both in the **short** and the **long** term, and **why** you would like to be appointed.

My work with S.O.F.I. over the past five years overlaps profoundly with the stated nature and aims of the project.

S.O.F.I. has pioneered the field of community Organics projects and produced a coherent and pragmatic analysis of the optimum design of small to medium projects.

S.O.F.I. also represents established, tried and tested patterns of practice and thought.

I believe I have the ability to navigate and steer a course from the present situation, through the development phase to a stable and secure future for the Organic Health project.

I would like to be appointed because this would allow me to engage my full motivation and drive to develop the project.