

Horticultural Therapy Practitioner Recruitment Pack

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From the Chief Executive Officer:

Thank you for your interest in joining Let's Grow Preston. I am delighted that you are considering becoming part of our team. I hope this pack gives you a sense of who we are, what we do and what matters to us as an organisation.

Let's Grow Preston is an award-winning environmental charity that has been supporting communities across Preston since 2011. Through social and therapy in horticulture, volunteering, food growing and community engagement, we help people improve their health and wellbeing, build confidence, develop skills and strengthen connections with others. We also demonstrate sustainability, repurposing, reusing, composting, recycling and up cycling items, operating a wish list for group members and just generally getting stuck in and helping.

With the support of our funders, particularly the National Lottery Community Fund, we are investing in our future. By building the right team, we will improve our facilities, increase the number of people we support and strengthen our partnerships across the city, ensuring that Let's Grow Preston continues to benefit communities for generations to come.

Every week we see people facing isolation, poor mental health, disability, unemployment, bereavement and other significant life challenges find purpose, confidence and connection through our projects. The impact of this work is profound, and it comes with responsibility. Our volunteers, beneficiaries, partners and funders place their trust in us, and we take that trust seriously.

We are committed to creating a supportive working environment where staff are listened to, encouraged and given the tools they need to succeed. We value initiative, independence and new ideas, but we also recognise that the best results come from working together and supporting one another.

We expect high standards because the people who rely on our services deserve high standards. We are a professional organisation entrusted with public funding, community assets and the wellbeing of vulnerable people. We therefore look for people who demonstrate integrity, accountability, sound judgement and a willingness to take ownership of their work.

Working for Let's Grow Preston is rewarding, meaningful and often great fun, but it is not always easy. No two days are the same. The work can be fast-paced, emotionally demanding and sometimes unpredictable. We are looking for people who are energised by variety, motivated by purpose and committed to making a genuine difference. In return, you will be part of a team where your contribution is valued, your voice is heard and your work has a visible impact on people's lives and communities.

We believe in collaboration, not competition. We know that lasting change happens when people share skills, support one another and work together for the benefit of their community. This principle shapes everything we do.

Thank you again for your interest in Let's Grow Preston. We appreciate the time and effort involved in applying and look forward to learning more about you.

Your work matters here. You matter here.

Annie Wynn BEM

Chief Executive Officer

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Let's Grow Preston: An Overview

Growing People, Communities and Green Spaces

Through meaningful activities in welcoming green spaces, people can build confidence, develop skills, improve wellbeing, make friendships, and reconnect with their community. It's not about gardening, it's about people.

Our Vision

A Preston where everyone has access to green spaces, opportunities to participate, and the support needed to thrive.

Our Mission

To improve physical and mental health and wellbeing, environmental sustainability, and community resilience through horticulture, volunteering, and community partnerships.

The Difference We Make

The impact of our work extends far beyond gardening.

Through participation in our projects, people have:

- Improved their mental and physical wellbeing
- Reduced loneliness and social isolation
- Built confidence and self-esteem
- Developed practical and employability skills
- Returned to education, employment, or volunteering
- Formed meaningful friendships and support networks
- Found purpose during difficult periods of their lives

Many participants describe Let's Grow Preston as a place where they feel welcomed, valued, and able to contribute.

For some, participation has been genuinely life-changing.

How we make the difference

Our work is centred around four interconnected areas:

Supporting People Through Horticultural Therapy

Our gardens and staff provide safe, welcoming spaces where people can take part in practical outdoor activities that support wellbeing, confidence, social connection, and personal development.

Using the principles of social and therapy in horticulture, we support people from a wide range of backgrounds, including those experiencing loneliness, poor mental health, disability, neurodiversity, social isolation, or significant life challenges.

Participants develop practical skills, confidence, routine, and a sense of purpose while contributing to meaningful projects that benefit the wider community.

Growing Food and Plants for the Community

Across our growing sites, volunteers cultivate fruit, vegetables, herbs, flowers, and plants that support local community initiatives.

We coordinate the collection of surplus produce from allotments and growing projects across Preston, redistributing fresh food to food banks and community organisations.

This work helps improve food access, reduce waste, strengthen local food systems, and promote environmental sustainability.

What it means to our beneficiaries is that they feel that they are helping others, they are part of a solution to food poverty and the allotment holders report the same. The connectivity of communities and the collaboration is something we are very proud of and for which we have received many accolades.

Supporting Community Gardens and Green Spaces

Let's Grow Preston supports a large network of community gardens, allotments, friends of parks groups, schools, and community organisations.

We believe that communities are strongest when they work together, sharing knowledge, experience, and resources for the benefit of everyone.

Working with Stakeholders Across Preston

Collaboration is fundamental to our approach.

We work alongside local authorities, schools, charities, businesses, health organisations, social prescribers, community groups, and volunteers to deliver projects that improve wellbeing, environmental sustainability, food access, and community resilience.

We believe that meaningful change happens when organisations work together rather than compete against one another.

Our Growing Spaces

Our work is delivered primarily through two community garden hubs:

Ashton Walled Garden

Located within Ashton Park, this site includes growing spaces, community gardens, polytunnels, outdoor workspaces, training facilities, and areas designed for wellbeing and reflection.

Grange Community Garden

A thriving community growing space featuring food production areas, polytunnels, orchards, wildlife habitats, and opportunities for volunteering, learning, and community engagement.

Both sites are fully accessible and designed to be welcoming, inclusive environments for people of all ages and abilities.

Our Community Network

One of the unique aspects of Let's Grow Preston is our free members network.

We support community gardens, allotments, friends groups, environmental organisations, schools, charities, and volunteers across Preston through:

- Public liability insurance support
- Shared resources and equipment
- Bulk buying schemes/discounts from trusted traders
- Skills sharing and training
- Networking opportunities
- Quarterly network meetings
- Advice and practical guidance

By helping organisations work together, we strengthen the environmental and community sector across the city.

Our Values

Everything we do is guided by a shared set of values:

Deliver change through education and communication

Embrace and drive change, challenge the norm

Be adventurous, creative, and open-minded, encourage measured risks

Pursue growth and learning throughout the community including staff, trustees and volunteers

Build open and honest relationships with good communication

Do more with less

Be passionate and determined

Be humble

Be kind

Our Ambition

LGP has an ambition to create a new building within the walls of Ashton Walled Garden which will include a café, training/meeting room, offices and space for our community like the bowlers to be able to enjoy their own dedicated room.

We will work with a network of horticultural therapists and other national organisations to ensure that we are an exemplar of horticultural therapy, nationally. We recognise that we are a stepping stone between RHS Bridgewater and Eden Project in Morecambe as well as RHS Harlow Carr and Eden project Morecambe. We have already started to communicate with the Thrive horticultural therapy college in Reading about becoming a northern centre of excellence and we have many more plans to ensure the sustainability of the charity and its work.

We are looking for people who are as ambitious as us, who are willing to work for us on a long term basis with the knowledge that there are real opportunities to grow and develop their career.

Working at Let's Grow Preston

Your Work Matters Here. You Matter Here.

Whether we're supporting a volunteer who is struggling with their mental health, helping a community group create a new growing space, redistributing food to local organisations, or teaching someone how to sow their first seed, we know that small actions can create lasting change.

That is why the work we do matters.

We are committed to creating a workplace where staff, volunteers and participants are treated with dignity, respect and kindness.

You will play an important role in our continued success.

Working for a charity is different from working in many commercial organisations. We aren't here to make a profit, we are here to meet our charitable aims and objectives and we apply for funding to do this. Funders and the Board of Trustees hold us accountable. They expect us to evidence how we have delivered results on our charitable aims and how we have met the funders' expectations.

The work can be demanding, varied and sometimes emotionally challenging. Our beneficiaries may be facing significant barriers, and staff need to respond with professionalism, resilience, compassion and good judgement.

You will be expected to value accountability, integrity and kindness. We look for people who are honest, collaborative, willing to learn and committed to doing their best.

Working for any charity is an incredibly rewarding opportunity. You will be part of something meaningful — improving lives, strengthening communities and helping people grow in confidence and wellbeing.

We are looking for people who share our values and a willingness to work hard for the benefit of others. Every role contributes directly to improving lives, strengthening communities, and creating a greener future for Preston.

Your work matters here. You matter here.

Collaboration Not Competition

One of the principles that guides everything we do is simple:

We achieve more when we work together.

Let's Grow Preston was built on the belief that communities become stronger when people share knowledge, resources, opportunities and support.

We actively encourage collaboration between staff, volunteers, community groups, stakeholders and organisations. We celebrate each other's successes, share learning openly and recognise that lasting change is created collectively. We are looking for people who are generous with their knowledge, willing to support others and committed to helping the whole team succeed.

What Working Here Is Really Like

No two days are the same.

One day you may be supporting volunteers in the garden, helping prepare for a community event or coordinating a workshop whilst selling plants to a visitor.

The next you may be speaking with a stakeholder, solving a practical problem, collecting information for a funding report or helping move plants, tools or equipment between sites.

Working for Let's Grow Preston can be fast-paced, varied and physically demanding.

We work outdoors in all seasons. We regularly support people facing complex challenges. We manage multiple projects, events and partnerships simultaneously.

The work can be challenging.

It is also incredibly rewarding.

At Let's Grow Preston, we are proud of our supportive, collaborative and compassionate culture. However, kindness should never be mistaken for a lack of professionalism or ambition.

We are a small charity with a significant reach and a strong reputation. Every member of staff plays an important role in delivering services, maintaining relationships and ensuring that we continue to meet the high standards expected by our beneficiaries, partners and funders.

We are looking for people who take ownership of their work, use initiative, solve problems and contribute positively to the organisation's success. Staff are encouraged to bring forward ideas, make decisions within their area of responsibility and take pride in the difference they make.

The work is rewarding and meaningful, but it can also be demanding. Success at Let's Grow Preston requires resilience, adaptability, good judgement and a willingness to contribute wherever needed. In return, you will join a team where your contribution is valued, your achievements are recognised and your work has a lasting impact on people's lives and communities.

We take safeguarding, health and wellbeing seriously. Our volunteers, participants and community groups rely on our staff to create welcoming spaces where people feel safe, respected and valued.

We encourage applicants to carefully consider the demands of the role and whether it is the right fit for them.

We All Pitch In

We are a small team and we believe in shared responsibility.

Job titles help define responsibilities, but everyone contributes to the wider success of the organisation.

Sometimes that means helping set up for an event.

Sometimes it means making tea for volunteers.

Sometimes it means moving compost, loading equipment, tidying a workspace, cleaning the rooms and the toilets or helping solve an unexpected problem.

Nobody is above rolling up their sleeves.

People First

Plants are important.

People are more important.

We use horticulture as a tool to improve wellbeing, build confidence, develop skills and strengthen communities.

Every interaction matters.

We aim to create environments where people feel:

- Welcome
- Safe
- Respected
- Included
- Valued

We expect all staff to contribute positively to this culture through their actions, communication and behaviour.

Inclusion Matters

We work with people from many different backgrounds and experiences.

This includes people who may be experiencing:

- Mental health challenges
- Social isolation
- Neurodiversity

- Physical disabilities
- Financial hardship
- Barriers to employment or education

We are committed to creating spaces where everyone can participate meaningfully and be treated with respect. We expect staff to approach their work with empathy, patience and professionalism.

Safeguarding Is Everyone's Responsibility

The wellbeing and safety of our volunteers, participants, visitors and staff is fundamental.

All staff are expected to understand and follow safeguarding procedures, health and safety requirements and organisational policies.

Creating calm, safe and supportive environments is part of every role at Let's Grow Preston.

Learning and Growing Together

We believe learning never stops.

Whether you are an experienced professional or new to the sector, we encourage curiosity, reflection and personal development.

We want our staff to grow alongside the organisation.

We value people who are willing to learn, adapt, share ideas and help us continuously improve.

What We Look For

The people who thrive at Let's Grow Preston are often:

- Practical and proactive
- Kind and approachable
- Adaptable, accountable and resilient
- Organised and dependable
- Solutions-focused
- Community-minded
- Comfortable working as part of a team
- Willing to take initiative
- Passionate about helping people and communities grow

Most importantly, they care about making a difference.

Growing Together

When people join Let's Grow Preston, they become part of something bigger than a job description.

They become part of a community working together to create healthier people, stronger communities and greener spaces across Preston.

If that sounds like the kind of place where you would like to contribute your skills, energy and enthusiasm, we would love to hear from you.

Your work matters here. You matter here.

Horticultural Therapy Practitioner Job Description

Charity Number:	1159007
Job Title:	Horticultural Therapy Practitioner
Reports to:	Programme and Impact Manager
Salary:	£28,652 pro rata – we are a Real Living Wage Payer
Hours:	Part-time 25 hours a week including at least one evening, weekend and Bank Holidays (TOIL available) a month – this is an essential part of the role as we deliver sessions at the weekend and evenings. If you honestly don't think you can work weekends or evenings, then please think carefully about applying for the role.
Location:	Based at Ashton Walled Garden and Grange Community Garden, with travel across the PR postcode area
Contract:	Minimum 1 year contract
Start Date:	To be agreed

About Let's Grow Preston

Let's Grow Preston is an award-winning environmental charity working across Preston and the wider PR postcode area.

We improve physical and mental wellbeing through horticulture, volunteering, food growing and community engagement.

From our growing sites at Ashton Walled Garden and Grange Community Garden, we support volunteers, schools, community groups and individuals through gardening, therapeutic horticulture, environmental projects and practical learning opportunities.

We believe that gardening is about far more than growing plants. Through meaningful activity, supportive relationships and connection with nature, we help people build confidence, develop skills and improve their wellbeing.

Important Information

No two days are the same at Let's Grow Preston.

One day you may be supporting a volunteer experiencing anxiety, helping a SEND group harvest vegetables, and leading a practical gardening session, whilst selling plants to the general public all at the same time. The next you may be sowing seeds for future projects, maintaining growing spaces, supporting community events or mentoring volunteers in new skills.

This role combines practical horticulture with people-centred support and requires someone who is equally comfortable working with plants and with people.

The role is physically demanding and involves working outdoors throughout the year in varying weather conditions. You will be joining a small team committed to creating welcoming, safe and inclusive environments where everyone can participate and succeed.

We take safeguarding and the welfare of our staff very seriously because our volunteers and beneficiaries rely upon our staff to promote a healthy, calm and safe environment.

Please carefully consider the demands of this role on your own health before you apply.

Purpose of the Role

The Horticultural Therapy Practitioner uses horticulture and nature-based activities to support people to improve their wellbeing, confidence, skills and social connections.

You will deliver practical gardening and growing sessions that provide meaningful opportunities for participation, learning and personal development.

Alongside supporting volunteers and participants, you will help maintain productive growing spaces, contribute to food production and ensure our gardens remain welcoming and inclusive environments.

The role combines horticultural expertise, therapeutic practice, volunteer support and community engagement. It is the garden and the activities that are therapeutic.

Key Responsibilities

Therapeutic Horticulture Delivery

- Plan and deliver engaging horticultural activities for individuals and groups
- Adapt activities to meet a range of physical, emotional, sensory and learning needs
- Use gardening and growing activities to support wellbeing, confidence and social connection
- Encourage participation and achievement through positive, strengths-based approaches
- Create safe, supportive and inclusive learning environments

Volunteer & Participant Support

- Build positive relationships with volunteers, participants, carers and support workers
- Support individuals experiencing mental health challenges, social isolation, disability or other barriers to participation
- Encourage skill development, confidence and independence
- Monitor individual progress and celebrate achievements
- Support volunteer inductions and ongoing engagement

Horticulture & Food Growing

- Maintain productive growing areas across Let's Grow Preston sites
- Support seasonal planting, propagation, harvesting and crop maintenance
- Contribute to food-growing projects that support local communities
- Help maintain gardens to a high horticultural standard
- Ensure tools, equipment and growing spaces are organised and safe

SEND & Inclusive Provision

- Support schools, colleges and groups attending the sites
- Adapt tasks and activities to meet differing needs and abilities
- Help create accessible learning opportunities for children, young people and adults
- Work collaboratively with teachers, carers and support staff

Monitoring & Evaluation

- Maintain accurate records relating to participation and outcomes
- Contribute to monitoring, evaluation and impact reporting
- Support reporting requirements for projects and funders, by providing information and reporting case studies, feedback and participant stories

Community Engagement & Events

- Support community events, workshops and open days
- Represent Let's Grow Preston positively
- Contribute ideas for new activities, programmes and growing projects
- Work collaboratively with volunteers, staff and partners

Health, Safety & Safeguarding

- Promote safe working practices at all times
- Carry out activities in line with safeguarding procedures and organisational policies
- Ensure tools and equipment are used safely and appropriately
- Support risk assessments and site safety procedures
- Uphold equality, equity, diversity and inclusion across all activities

General Responsibilities

- Work collaboratively with colleagues and volunteers
- Participate in staff meetings, training and professional development
- Support the wider work of the charity where required
- Undertake other duties reasonably consistent with the role

Horticultural Therapy Practitioner Person Specification

At Let's Grow Preston, we recognise that people may have developed their skills through a variety of routes, including employment, volunteering, education, training or lived experience. If you meet most of the criteria below and are passionate about our work, we would encourage you to apply.

Essential Knowledge, Skills and Experience

Therapeutic and People Skills

- Experience supporting people in a therapeutic, wellbeing, educational, community, health or social care setting.
- Ability to build positive, trusting relationships with people from a wide range of backgrounds.
- Experience working with individuals who may face barriers to participation, including poor mental health, disability, neurodiversity, social isolation or other complex needs.
- Understanding of person-centred, strengths-based approaches to support and engagement.
- Ability to adapt activities and communication styles to meet individual needs.
- Demonstrates empathy, patience and emotional intelligence.

Horticultural Knowledge and Practical Skills

- Practical experience of gardening, horticulture, food growing or environmental work.
- Understanding of seasonal growing cycles and common gardening tasks.
- Ability to confidently demonstrate and support practical horticultural activities.
- Experience working safely with gardening tools and equipment.
- Commitment to environmentally sustainable gardening practices.

Communication and Team Working

- Strong communication and interpersonal skills.
- Ability to motivate, encourage and support volunteers and participants.
- Able to work effectively as part of a small team while also managing responsibilities independently.
- Ability to communicate professionally with staff, volunteers, carers, families and partner organisations.
- Confidence in dealing with challenging situations calmly and appropriately.

Organisation and Administration

- Ability to maintain accurate records and complete basic monitoring paperwork.
- Good organisational skills and ability to manage time effectively.
- Basic IT skills, including email, online systems and record keeping.
- Ability to contribute to monitoring, evaluation and impact reporting.

Safeguarding and Professional Practice

- Understanding of safeguarding principles and commitment to maintaining safe environments.
- Understanding of health and safety responsibilities within community or outdoor settings, including keeping the sites and buildings clean and tidy
- Commitment to equality, equity, diversity and inclusion.
- Ability to maintain appropriate professional boundaries and confidentiality.
- Commitment to the values and mission (charitable aims) of Let's Grow Preston.

Personal Qualities

- Compassionate, approachable and supportive.
- Positive and encouraging attitude.
- Flexible and adaptable.
- Reliable, accountable and dependable.
- Calm under pressure.
- Enthusiastic about helping people grow in confidence and wellbeing.

- Comfortable working outdoors in all seasons and weather conditions.
- Willingness to undertake relevant training and continuous professional development.

Desirable Knowledge, Skills and Experience

- Qualification in Social and Therapeutic Horticulture (STH), Horticultural Therapy, Occupational Therapy, Social Care, Counselling, Education, Community Development or a related field.
- RHS Level 2 qualification or equivalent horticultural training.
- Experience delivering social and therapeutic horticulture programmes.
- Experience supporting volunteers in a community garden, charity or environmental setting.
- Experience working with SEND participants, autistic individuals or people with learning disabilities.
- Experience working with people experiencing poor mental health, trauma or social isolation.
- Experience delivering group sessions, workshops or training activities.
- Knowledge of trauma-informed practice.
- Experience collecting outcomes data and contributing to reports for funders.
- Full UK driving licence and willingness to drive the charity van.
- Knowledge of Preston and the wider PR postcode communities.
- Lived experience of challenges that help inform inclusive and compassionate practice.

Recruitment Policy

This policy is for the whole Charity, and explains our procedure, our values and the law applicable when recruiting.

Safeguarding Statement

Let's Grow Preston (LGP) is committed to the safeguarding of its staff, volunteers, beneficiaries, stakeholders, visitors and the reputation of the charity itself.

We see that safeguarding alongside equality/diversity and inclusion are the lifeblood that flows through every task, every conversation, everything we do.

Any candidate for a role with Let's Grow Preston, including some volunteer roles should be prepared to have a full disclosure DBS check. Candidates are expected to provide referees at application stage – but current employers will not be approached unless the candidate verbally accepts a position.

The application form which we ask you to complete asks if you have any convictions or pending criminal convictions.

All applicants will be subject to a safer recruitment process; including disclosure of criminal records and other vetting checks and that the interview will include questions about safeguarding and protecting young children and vulnerable adults.

As part of the recruitment process, we may execute pre-employment screening which may include reference checks, qualification verification, probity checks, police checks or credit checks. It is therefore very important for all candidates to commit to disclosing any relevant information that may impact their employment. The application form states this and requests that you select you understand that this process will happen. We will not approach current employees without your permission.

Before applying

If you would like to know more about the charity and how we work you are welcome to come to Ashton Walled Garden for a brief induction/tour and the opportunity to shadow staff by mutually agreeable appointment – so we can ensure that we have the capacity to invest time with you.

This will give you the opportunity to see exactly what the charity is about and an opportunity to see if it fits with your expectations.

Some roles at LGP include physical tasks, which will involve activities such as loading equipment, moving gazebos or furniture, site work and working outdoors in varied weather conditions.

We are committed to making reasonable adjustments wherever possible and encourage applicants to discuss any support needs with us during the recruitment process.

We take safeguarding and the welfare of our staff very seriously because our volunteers and beneficiaries rely upon our staff to promote a healthy, calm and safe environment.

Please carefully consider the demands of the role on your own health before you apply.

Some of our most important events, workshops and community activities take place at weekends and on evenings. If you already have regular commitments during these times that cannot be changed, we encourage you to consider whether you would be able to give this role the flexibility it genuinely requires.

Posting job advertisements

As a charity, when we post or advertise positions, we do so when we know that we have secured sufficient funding to cover the costs of that position for the time length of the contract we are offering.

We have a tendency to offer jobs for a minimum of 1 year contract.

Costs to the charity to employ include not only the salary paid to the employee, but the payments to HMRC, Pension, and other costs including managing the employee and training the employee.

We will advertise through social media and our networks.

We will advertise the post for a minimum of two weeks.

Job roles and descriptions

Job roles and descriptions are written with consideration and care to ensure that they provide an accurate representation of the role and lay out our expectations.

Every consideration is made towards our own EDI policy and the Discrimination and Equality Act of 2010

The job role will usually include a list of essential and desirable characteristics that the Charity deems appropriate for the role.

The selection process

Applications are received by the CEO in the first instance. All applications are considered once names and any personal sensitive information redacted. The initial selection process is to check suitability and experience and desirable characteristics of the applicant against the job role.

The CEO may work with members of the Board or peers to help to select suitable candidates for the next stage of recruitment process which is interview.

The interview process

You will be contacted by the CEO or a board member to arrange mutually agreeable time for an interview.

The room in which you are interviewed is usually in our office which is next to the main room in the Bowling Pavilion or is in the main room of Grange Community Gardens. The entrance gates to the garden and main entrance/exit doors are not locked during the interviews and this means that anyone could walk in.

Our office is small and the work that we do in and around Preston means that we have a lot of equipment and resources, with very little storage space and the room may appear untidy. We prefer the term organised chaos, but please be prepared for a clean table, a glass of water and friendly faces and try not to let the busy working environment distract you.

You will be advised

- When the interview will happen
- Where the interview will happen
- The types of questions we may ask, to allow you to prepare for them
- Who might be interviewing you (although this can be subject to change as Board members are volunteers frequently with full time jobs and other commitments).

We try to have at least 2 people on the interview panel, but sometimes we might have more. This can be for a number of reasons, for example, 2 board members were available, or the role concerns a particular talent or skill and we have invited an independent expert to assist with interviewing.

At least one member of the panel will have completed safe recruitment training.

We will email you confirmation of your appointment for an interview and attach.

- the job description and recruitment pack
- A poster of what to expect at the site
- The recruitment policy
- A list of the questions we may ask – asserting that based on your responses, we may ask other questions or find it unnecessary for all the questions to be asked

Why we share the interview questions in advance

Sharing our interview questions in advance is an important part of our commitment to an inclusive and fair recruitment process. We recognise that interviews can be stressful, and providing the questions beforehand gives every candidate the opportunity to prepare thoughtful responses and reflect on their experience.

Our interviews are intended to be conversations rather than presentations. We are interested in understanding how you think, solve problems and reflect on your experiences, not how well you can remember or read a prepared script.

You are welcome to bring brief notes to help remind you of key examples or achievements. However, we ask that you avoid reading responses word-for-word from paper, a laptop or another device, as this can make it difficult for the interview panel to have a natural conversation with you.

During the interview we want to hear your own experiences, opinions and reflections, expressed in your own words. We may ask follow-up questions to explore your answers in more detail, or we may ask questions that drill deeper into a particular topic about you or how you think about a process, project or any other subject to do with LGP or the role.

Our aim is to create a relaxed, respectful interview where you feel able to show us not only what you have done, but how you think, how you work with others and how you would contribute to Let's Grow Preston.

Decision making

During the interview, we want to hear about your own experiences, opinions and reflections, expressed in your own words. We may ask follow-up questions to explore your answers in more detail or to gain a deeper understanding of how you think, make decisions and approach different situations. We may also ask you to expand on a process, project or experience you have mentioned, or to discuss how you would approach a situation relevant to Let's Grow Preston or the role you are applying for.

This reflects the reality of working at Let's Grow Preston. No two days are the same, no two volunteers or beneficiaries are the same, and no two situations are the same. While we have strong systems and clear processes, our work often requires us to respond to changing circumstances, think on our feet, adapt our approach and make sound decisions in the moment, because ultimately, we are looking for someone who can exercise good judgement, adapt to changing circumstances and take ownership of their decisions.

Our interview is designed to reflect this. We are not looking for the perfect answer or the most polished performance. We are interested in understanding how you think, how you solve problems, how you respond when something unexpected happens and how you would contribute to the charity. We are looking for a genuine conversation rather than a rehearsed performance.

We may be taking notes and writing comments, please don't let this distract you.

We will let you know as soon as we have made a decision, whether we would like to employ you or not. We will leave a message on your phone or email you – if you have a preference, please let us know at the interview.

Offering a job

We will contact you by phone and email to let you know we would like to offer you the job, subject to further checks and will ask you for your start date, subject to DBS checks and any background references as well as work references.

Contract of employment

Your written statement of employment will be issued to you within 30 days of your start date.

What discrimination means

Discrimination means treating someone 'less favourably' than someone else, because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are called 'protected characteristics'.

Less favourable treatment can be anything that puts someone with a protected characteristic at a disadvantage, compared to someone who does not have that characteristic.

There's no legal definition of 'putting someone at a disadvantage'. But it might include:

- excluding someone from opportunities or benefits
- making it harder for someone to do their job
- causing someone emotional distress
- causing someone financial loss

It can still be discrimination even if the less favourable treatment was not intended.

For pregnancy and maternity, discrimination means treating someone 'unfavourably'. There's no need to compare with how someone else is treated.

When less favourable treatment might not be discrimination

Sometimes, less favourable treatment can be justified and is not unlawful discrimination.

For example, an employer might be able to use:

positive action – to help a disadvantaged or underrepresented group

objective justification – when an employer can prove a legitimate need for less favourable treatment

a disability exception – to specifically recruit a disabled person without the risk of disability discrimination

occupational requirement – recruiting someone with a certain protected characteristic to do a particular job

We might ask you to complete an Equality and diversity monitoring form. This helps us to monitor equality and diversity in our organisation.

To avoid discrimination when recruiting:

- we will keep the information on this form separate from the application form and CV
- anyone involved in interviewing or deciding who to hire will not have access to the information

How to apply

Please complete the [application form](#) electronically, sending us your CV and a covering letter to annie@letsgrowpreston.org

The **closing date for applications is 12pm 23rd November, 2026**

We aim to have responded to you to arrange interviews by 25th November, 2026.
Interviews will commence as soon as possible from 26th November, 2026.

Remember, you can visit either or both of the sites on a Monday or Tuesday, to give you the chance to see the gardens and the working environment. If you would like to arrange to shadow one of the staff team, please book an appointment so we can ensure that a staff member is available. You can do this by phone or email.