



Programme & Impact Manager Recruitment Pack

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Letter 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 therapeutic horticulture, volunteering, food growing and community engagement, we help people improve their health and wellbeing, build confidence, develop skills and strengthen connections with others.

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.

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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 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 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.

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



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.

Programme and Impact Manager Job Description

Charity Number:	1159007
Job Title:	Programme and Impact Manager
Reports to:	Chief Executive Officer
Salary:	£27,000 – £29,000
Hours:	38 hours per week, including regular evenings, weekends and Bank Holidays (TOIL available) – this is essential to the role
Location:	Ashton Walled Garden, with travel across the PR postcode
Contract:	Minimum 12 month
Start Date:	To be agreed

About Let's Grow Preston

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

We improve physical, mental and social wellbeing through social and therapeutic horticulture, food growing, volunteering and community action.

From our two growing hubs, Ashton Walled Garden and Grange Community Garden, we support individuals, schools, community groups, allotmenters and friends of open spaces by sharing plants, resources, training, expertise and opportunities to get involved.

We also coordinate a thriving network of community gardens and environmental groups across Preston, helping communities work together, share resources and create greener, healthier places to live.

At Let's Grow Preston, we believe collaboration achieves more than competition. We are passionate about creating opportunities for people to connect with nature, develop new skills, improve their wellbeing and strengthen their communities.

Important Information

Working at Let's Grow Preston is varied, practical and rewarding.

No two days are the same. One day you may be coordinating volunteers, supporting a community event or reviewing project outcomes. The next you may be working with partners, managing site logistics, preparing reports for funders or helping solve an unexpected challenge.

We are a small team and everyone contributes to the wider success of the charity. We value initiative, flexibility and a willingness to get stuck in when needed.

This is not a remote-working role.

The role involves regular outdoor working throughout the year and can be physically and mentally demanding. Staff regularly work with people facing a range of challenges, and maintaining safe, calm and supportive environments is central to everything we do.

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.

Purpose of the Role

The Programme and Impact Manager plays a central role in ensuring the successful delivery of Let's Grow Preston's programmes, projects and community activities.

You will oversee the day-to-day coordination of activities across our sites and wider community work, ensuring that volunteer sessions, workshops, events and funded projects are delivered safely, effectively and in line with organisational priorities.

Alongside programme delivery, you will lead on monitoring, evaluation and learning, helping the charity understand, evidence and communicate the difference our work makes to individuals, communities and the environment.

This role combines operational leadership, volunteer development, project coordination and impact measurement. It requires someone who can think strategically while remaining hands-on and responsive to the practical realities of day-to-day delivery.

Although current funding is secured until May 2028, this role is considered fundamental to the long-term sustainability and growth of the charity and will form a core element of future funding applications and organisational development.

Key Responsibilities

Programme Delivery and Operations

- Lead and coordinate the day-to-day delivery of Let's Grow Preston's programmes, events, including the Spring Fair and Sustainability Festival, activities and growing sites, ensuring all work aligns with the charity's aims, seasonal growing plans and funding commitments.
- Oversee the planning and delivery of volunteer sessions, workshops, training, events, outreach activities and community projects across all locations.
- Ensure activities remain safe, inclusive, meaningful and well attended, meeting agreed outputs, outcomes and participation targets.
- Coordinate the effective use of staff, volunteers, vehicles, equipment, materials and site resources to ensure smooth and efficient operations.
- Maintain and develop systems and procedures that support high-quality delivery across multiple sites and projects.
- Proactively identify and resolve operational challenges, maintaining clear communication and a solutions-focused approach.

Volunteer and Participant Development

- Lead volunteer coordination across the organisation, including recruitment, induction, training, support and ongoing development.
- Maintain accurate volunteer records, including DBS checks, training logs and other required documentation.
- Create welcoming, inclusive and supportive environments where volunteers, participants and visitors feel safe, valued and able to contribute.
- Support individuals from a wide range of backgrounds and abilities, promoting wellbeing, confidence, participation and a sense of belonging.
- Work closely with colleagues to ensure volunteers have meaningful opportunities to learn new skills and engage with the wider work of the charity.

Monitoring, Evaluation and Impact

- Lead on the charity's monitoring, evaluation and learning processes, embedding a culture of evidence-based practice and continuous improvement.
- Ensure accurate collection, recording and analysis of participation, outputs, outcomes and impact data.
- Produce reports, case studies and evidence for trustees, funders and stakeholders, demonstrating the social, environmental and community impact of the charity's work.
- Use data, feedback and learning to improve programmes, strengthen delivery and inform future planning.
- Support funding applications and reporting requirements by providing high-quality impact information and evidence.

Partnerships and Stakeholder Engagement

- Act as a key point of contact for community groups, partner organisations, funders and other stakeholders, representing Let's Grow Preston professionally at all times.
- Build and maintain positive relationships that strengthen collaboration, participation and community impact across the PR postcode area.
- Work closely with colleagues responsible for horticulture, communications and organisational development to ensure programmes are effectively coordinated and promoted.
- Support the development of new opportunities, partnerships and projects that contribute to the long-term sustainability of the charity.

Safeguarding, Compliance and Organisational Culture

- Ensure high standards of safeguarding, health and safety, risk management and GDPR compliance across all areas of delivery, including that all sites and buildings are clean, tidy and safe.
- Support the implementation of organisational policies, procedures and good practice.
- Champion equality, diversity and inclusion, ensuring these principles are embedded throughout programme delivery, volunteer engagement and team culture.
- Promote a positive working environment based on collaboration, accountability, respect and continuous improvement.
- Lead by example, demonstrating professionalism, integrity, emotional intelligence and a commitment to the values of Let's Grow Preston.

General Responsibilities

- Undertake any other duties reasonably required by the Chief Executive Officer that are consistent with the nature and responsibilities of the role.
- Contribute positively to the wider development of the charity and support colleagues where needed as part of a small, collaborative team.



Person Specification

Programme and Impact Manager

What We're Looking For

We're looking for someone who can bring together people, projects, places and purpose.

You'll be comfortable coordinating multiple activities across different sites, building positive relationships with volunteers and stakeholders, and ensuring that our programmes, events and volunteering sessions are well organised, inclusive and impactful.

Most importantly, you'll share our belief that communities grow stronger when people are supported, trusted and given opportunities to contribute. We don't do it to people, we do it with them.

Essential Experience & Knowledge

Programme and Operational Coordination

You will have:

- Experience coordinating programmes, projects or operations, ideally within the voluntary, community, environmental or public sector
- Strong organisational skills and the ability to manage multiple priorities simultaneously
- Experience planning activities, managing logistics and ensuring things happen when they need to happen
- The ability to work proactively from plans and schedules without requiring day-to-day instruction
- Confidence making decisions and solving problems in fast-moving environments
- Understanding of seasons and plants' needs in order to thrive.

Working with People

You will have:

- Experience working with volunteers and diverse community groups
- The ability to build trust and positive relationships with a wide range of people
- Excellent communication and interpersonal skills
- A commitment to creating welcoming, inclusive and supportive environments
- An understanding of trauma-informed, person-centred or inclusive approaches to working with people

Monitoring, Evaluation & Administration

You will have:

- Strong IT skills and confidence using digital systems
- Experience recording information accurately and maintaining organised records
- The ability to monitor participation, outcomes and project progress
- Experience producing reports or contributing information for funders, trustees or stakeholders

Safeguarding & Compliance

You will have:

- An understanding of safeguarding responsibilities and good practice
- Knowledge of health and safety and risk management principles
- An understanding of confidentiality, GDPR and professional boundaries
- A commitment to equality, equity, diversity and inclusion

Personal Qualities

We're looking for someone who:

- Takes ownership and responsibility for their work
- Remains calm and solutions-focused when challenges arise
- Can adapt quickly when priorities change
- Demonstrates integrity, professionalism and emotional intelligence
- Enjoys working as part of a small, collaborative team
- Is willing to get involved wherever needed
- Understands that no two days are the same
- Shares the values and mission of Let's Grow Preston

Desirable Experience & Skills

It would be beneficial if you also have:

- Experience in social and therapeutic horticulture
- Experience managing funded projects and reporting to funders
- Experience of monitoring, evaluation and impact measurement
- Practical experience of food growing, horticulture or land-based work

Understanding of:

- Planting cycles and seasonal growing
- Propagation and plant production
- The importance of working within seasonal growing windows
- A horticultural qualification (such as RHS Level 2) or equivalent practical experience
- Experience delivering training, workshops or community learning activities
- Public speaking, media or promotional experience
- Knowledge of Preston and the wider PR postcode area
- Lived experience that helps you understand the barriers faced by some of the people we support

Additional Requirements

- Ability to work regular evenings, weekends and Bank Holidays usually at least once a month
- Full UK driving licence and willingness to drive the charity van
- Ability to travel across the PR postcode area
- Successful completion of an Enhanced DBS check

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.

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

Decision making

Throughout the process, we will be paying attention to your answers and will be listening for key words and how your answers corresponds with your experience, facts and qualifications on your CV and letter of application and with the job description.

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

We make our decision based on the documents you have provided us with, how you have communicated with us and the interview. We are looking for keywords relating to our charity's aims, values and activities and are also looking for how you respond to any questions as part of the interview.

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 3rd July, 2026**

We aim to have responded to you to arrange interviews by 7th July.
Interviews will commence as soon as possible from 9th July onwards.

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.

