

## **JOB APPLICANT ADDITIONAL INFORMATION.**



Organic Research Centre  
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[www.organicresearchcentre.com](http://www.organicresearchcentre.com)

### **APPLICATIONS WILL ONLY BE ACCEPTED ON THE ORGANIC RESEARCH CENTRE'S APPLICATION FORMS.**

#### **What is the Organic Research Centre?**

The Organic Research Centre (originally called Elm Farm Research Centre) is the trading name of the Progressive Farming Trust Ltd., a registered charity no. 281276.

The business of the Organic Research Centre is to develop and support sustainable land-use, agriculture and food systems, primarily within local economies, which build on organic principles to ensure the health and well-being of soil, plant, animal, man and his environment.

The Organic Research Centre was established as a "Centre of Excellence" to address the major issues raised by a global economy based on an intensive agricultural system. It is the UK's leading research, development and advisory institution for organic agriculture, having played a pivotal role in the development of organic research, policy and standards since 1980.

The organisation is firm in its belief that realistic solutions to the critically important environmental issues facing us all can be found. The Organic Research Centre continues to research, develop, provide and demonstrate solutions and to investigate appropriate technologies for processing, distribution and marketing of food. The Centre believes we can develop a genuinely sustainable, equitable and healthy food system based on production methods that husband finite resources and enhance biodiversity.

The Centre disseminates information through adviser training and accreditation services, producer training and courses, website, articles and policy papers, scientific papers and publications and the production of a regular journal - the Bulletin. The organisation is based on Elm Farm, a 94 hectare (237 acre), fully converted organic farm, and Wakelyns Agroforestry in Suffolk. It also works through a network of established organic farms.

Further information can be found on our website [www.organicresearchcentre.com](http://www.organicresearchcentre.com).

#### **Place and hours of work**

The place of employment shall be at the Organic Research Centre, Elm Farm, Berkshire or such other places as the institute may reasonably require. This is specified in your Offer of Employment letter and agreed with you.

Hours of work may vary according to the post occupied and the letter of Offer of Employment will specify the hours which apply to you. The standard working week is 37 hours, and part-time hours are calculated pro rata on this basis. The Organic Research Centres core office hours of work are 9am – 5:30pm Monday to Thursday and 9am-5:00pm Fridays. From time to time you may be required to work additional hours, to suit the needs of the business. You will be given one hour for lunch.

### **Probationary period**

All staff will serve a six-month probationary period which must be completed satisfactorily before employment is confirmed.

### **Holidays**

The standard holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. In addition to statutory holidays (New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day) the basic holiday entitlement for full-time employees is 25 days per annum for Research Technician, Research Assistant, Administrative Assistant and Administrator and 30 per annum days per annum for Researcher/Senior Administrator/Consultant and above. However, 3 days must be taken between 27th and 31st December to permit full closure of the office between Christmas and New Year. For part-time staff, entitlement to statutory bank holidays and annual leave will be pro-rata.

### **Pensions**

The Organic Research Centre does not have a company pension scheme; however, it offers a pension contribution to your own pension scheme and will match employee contributions up to 5% from 6 months (end of probation period). The employer contribution will not be made unless proof of employee contribution is produced.