

# **JOB APPLICANT ADDITIONAL INFORMATION.**



The Organic Research Centre  
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## **APPLICATIONS WILL ONLY BE ACCEPTED ON THE ORGANIC RESEARCH CENTRE, ELM FARMS APPLICATION FORMS.**

### **Who is the Organic Research Centre Elm Farm?**

The business of The Organic Research Centre, Elm Farm 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 (originally called Elm Farm Research Centre) 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 advisory services, 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 farm and 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 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.

The hours of work for the Administrative Officer (Organic Inform) will be from 9am to 5pm, Monday to Friday with one hour for lunch (35 hours). The Organic Research Centre's core office hours of work are also 9am – 5pm Monday to Friday. From time to time you may be required to work additional hours, to suit the needs of the business.

## **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 22 days per annum, however, 2 days must be taken between 23<sup>rd</sup> and 31<sup>st</sup> December. Holiday entitlement for part-time employees is *pro rata*.

Five (5) additional days are given after five (5) years and a further five (5) days after ten (10) years service.

The only entitlement to holidays and holiday pay, if you join after 1<sup>st</sup> January in any particular year during your first year of employment, is that which is *pro rata* to that set out above.

## **Pensions**

The Organic Research Centre Elm Farm does not have a pension scheme; however, it offers a pension contribution to your own pension scheme with the following length of service and conditions. You will be expected to match contributions as below. The employer contribution will not be made unless proof of employee contribution is produced.

LENGTH OF SERVICE	EMPLOYER CONTRIBUTION	EMPLOYEE CONTRIBUTION
Minimum 1 year	3% gross salary	3% gross salary
3 years	4% gross salary	3% gross salary
5 years	5% gross salary	3% gross salary