

## **JOB APPLICANT ADDITIONAL INFORMATION.**



Organic Research Centre  
Trent Lodge  
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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?**

ORC's vision is a world which meets the nutritional needs of current and future generations with safe, affordable, high quality food, produced in a way that sustains and enhances the natural environment, and ensures the health and wellbeing of all.

The Organic Research Centre works, nationally and internationally, to:

- research and develop practical, sustainable land management and food production systems based on organic and agro-ecological principles
- foster knowledge exchange with and between current and future producers, food businesses and related professionals
- influence policy and public debates on the future of food and farming based on sound evidence

The Organic Research Centre (originally called Elm Farm Research Centre) was established in 1980 as a "Centre of Excellence" to address the major issues raised by a global economy based on an intensive agricultural system. We recently moved from Berkshire to Cirencester. 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 its foundation.

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 conferences and courses, website, articles and policy papers, scientific papers and publications and the production of a regular journal - the ORC Bulletin. The organisation is based in Cirencester and works through a network of established organic farms.

ORC's work, involving more than 25 staff and volunteers, covers a wide range of topics spread across a number of programme areas. 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, Trent Lodge, Cirencester 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 Centre's core office hours of work are 9am – 5:30pm Monday to Thursday and 9am-5:00pm Fridays with one hour for lunch. 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) all new employees will receive 25 days holiday per year rising by 1 day for each year's completed service up to a maximum of 30 days. Staff qualify for each additional days leave at the beginning of the next holiday year. However, 3 days must be taken between 27<sup>th</sup> and 31<sup>st</sup> 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 Government requires employers to provide a workplace pension arrangement for its workers; this is called 'pension automatic enrolment' (PAE). The Company has currently chosen NEST (National Employment Savings Trust) as its PAE provider for eligible employees. Currently, the Company will match an employee contribution of up to 5% of gross salary, subject to meeting the minimum contributions specified by law. The Company reserves the right to use an alternative provider other than NEST in respect of PAE at any time in the future. You will (provided that you meet certain criteria regarding your age and earnings) be automatically enrolled into NEST not later than three months after starting at the Company – further details regarding the pension benefits which will be available to you will be provided to you separately. You can choose to opt out of NEST but only after you have been automatically enrolled.

If you choose to opt-out of the NEST pension the company will make contributions to your own personal pension scheme given certain conditions are agreed, matching your own contributions on a like-for-like basis up to a maximum of 5% of gross salary.