

*Info kit*

# ESC-volunteers



**EUROPEAN  
SOLIDARITY  
CORPS**



CLOUGHJORDAN  
COMMUNITY  
FARM



**léargas**

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## 1.- CloughJordan Community Farm (CCF)

### Community Supported Agriculture

**CSA stands for Community Supported Agriculture**, a system of mutual support between food producers and food consumers and a low-carbon method of providing local people with sustainably produced food. **CloughJordan Community Farm** is a founding member of **CSA Network Ireland** which helps to organise an annual meeting for all CSAs in Ireland to come together to share knowledge, experience, and to get to know each other. It is still Ireland's largest CSA Farm.

Our members pay a weekly or monthly subscription and pick up a share of produce twice a week from a central, local pick up point- **the Coach House** building at the intersection of CloughJordan main street and the Ecovillage pedestrian entrance.

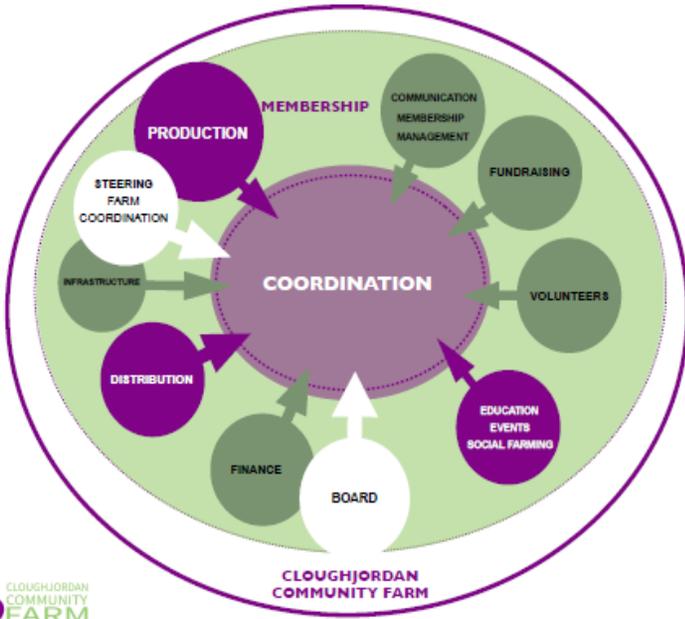
Importantly, members of CSAs also share in the production risks so, for example, if there is a crop failure- the members share in the loss. Some systems encourage members to work on the farm in exchange for a portion of their membership fee. We ourselves run **"Meithals"- "working party"** days where the membership are invited to come and help with the harvest or planting and we sometimes provide them with lunch from Farm veg. It is important to take into account that the members support the farm primarily by the payment subscription and we do not expect them to work in the field on regular basis. However, some of the members volunteering for the farm and support other aspects such as communication, distribution, organising events, and tours, etc. The board and coordination group is also on a volunteering basis.

### Relationship with CloughJordan Ecovillage

Incorporated in 1999, **SPI Sustainable Projects Ireland CLG (SPI)**, is a registered educational charity run along co-operative principles. It develops and manages CloughJordan Ecovillage, which is a leading national and international centre for education on sustainability, resilience, community living, rural regeneration and modelling the society of the future.

### Organisational Structures

Our **CloughJordan Community Farm** is a Company Limited by Guarantee (CLG) with Cooperative principles. The Farm has a license with **Sustainable Projects Ireland (SPI)**, the educational charity who manages the ecovillage - **but has legal and operative autonomy.**



The Farm has its own Board, makes its own strategic decisions, manages its own budget and has legal and financial oversight of the Farm’s operations. The Farm is not therefore legally required to report to SPI but does so, as it is part of the good governance practice and principles of Cooperatives.

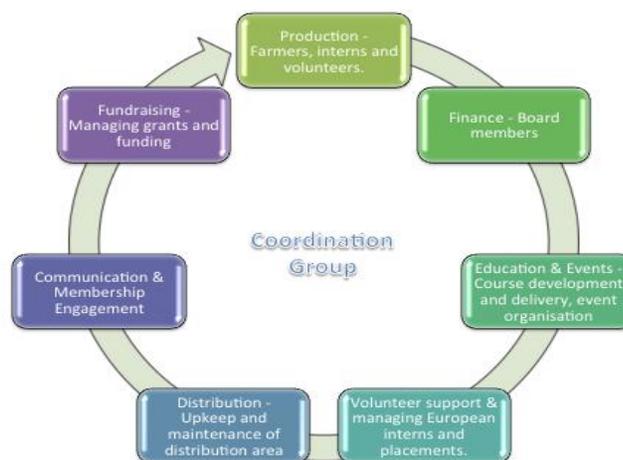
The Farm Board meet once a month to look after contracts, employees, and to maintain the long-term license and relationship with SPI and to deal with any related issues.

The voluntary **Board of Directors is ideally made up of 6 Farm members.**

### Coordination Committee

**Our Farm Coordination group** was established for immediate operational decision-making, to agree practical tasks, to drive the \*Educational arm of the Farm (\*known as **Cuan Beo**) and to ensure that **accountability systems** are maintained, such as reporting back on progress. This group acts as a conduit for feeding information to the members through direct meetings and Harvest Reports. It consists of: **the Farm Production Coordinator, ESC-volunteer Work Leader, ESC Coordinators, Board members, Steering circle, ESC volunteer representative (optional), and members from the community.**

### The Primary Activities addressed by the Coordination Committee



## Members

The Farm members, who support and 'own' the Farm, ideally meet quarterly i.e. every 3 months and try to include seasonal celebration at these with a good meal made from the harvest, presentations, updates and discussions about the future. There are on-going weekly communications to members via the **Harvest Report**, which includes updates on Farm progress, challenges and issues. Lately we have added an **Annual General Assembly** to start the year, as well as an AGM. **Any large policy decisions related to the Farm are made at Membership level.**

## Decision-Making

**Policy decisions are made by the Farm Membership** in tandem with the farm team and **the Coordination Committee make operational decisions. The Board has legal and financial oversight.**

## 2.- European Solidarity Corps Program

A total of 8 ESC-volunteers work directly with the farm team in the field and the main activities are based on the land and food production, including a non-formal education program in the field, offered by the farm team.

ESC-Coordinators are part of the staff members. The volunteers work directly with the Production coordinator, ESC volunteer Work Leader on a daily basis, plus regular meetings and activities with the ESC-Coordinators.

We also have a short term program where a group up to 4 volunteers come and support the educational area of the farm, including more outreach activities with the community.

Based on our contract agreement within the Partner/Sending organisation, the participant and the Farm, we are committed to:

- Overall responsibility for facilitating the project, providing administrative and quality support to all partners in the Activity Agreement
- Budget responsibility
- Completion of evaluation/reports
- Responsible for providing an activity plan as well as safe working and living conditions to the volunteer throughout the project activities. Responsible for scheduling of arrivals, on-arrival-orientation, integration into local community, signing the volunteer up for trainings (on-arrival and mid-term), crisis management and arranging language support. The volunteer will be given access to [OLS](#). (Online language support)
- Provide personal supervision and work-related support and/or training to enable full integration into the project.
- Arrange the booking or reimbursement of tickets for international travel to and from the project. Cover 100% of the ticket cost.

- Arrange food and accommodation.
- Work supervision and safety in work: Supervisors will take appropriate responsibility of volunteers' safety.

The volunteers are required to use all the safety equipment and safety features that their supervisor instructs them to use. In case a volunteer feels that any particular task involves a risk to safety, they can refuse from working in that task until safety has been secured in a satisfactory way.

**The volunteer is responsible for:**

- Carrying out the project duties as described in the project description.
- Contribute time, energy and enthusiasm towards the aims and objectives of the project activities.
- Attend ESC training (pre-arrival, arrival and mid. term training)
- The volunteer agrees to participate in evaluation, including the mandatory final participant report and organisational meetings.
- Tasks of volunteer: To participate in the day to day running of the farm, its associated projects and educational activities associated with this project.

### 3.- Our ESC- Project

Clough Jordan Community Farm (CCF) will host four ESC volunteers for a period of 12 months. These four volunteers will join an established team of four volunteers. A large focus of the project will be on growing healthy food for the community. The volunteers will learn all the skills required to grow food to meet their own needs or for a community or small business. They will learn the principles required to farm in an environmentally beneficial way. The project takes place in the rural village of Clough Jordan, home to Ireland's first Ecovillage project; a diverse community of people coming together to model a more resilient, sustainable and communal lifestyle. The farm and the ecovillage initiatives complement each other creating a unique, immersive learning experience for volunteers. Each volunteer will be supported to develop a personal/group project broadly related to the farm during their stay with us.

#### 3.1 Farm Team

Farm team has 2 main staff members working every day in the field.

The Production Coordinator has a main role of managing the production plan as well as working with the ESC volunteer Work leader in managing and coordinating the activities assigned to the volunteers on a daily basis.

ESC-Coordinators are not directly working in the field; however are the link between the volunteers, and the community. They have the overall sight of the ESC-program including all the activities and support provided for the volunteers during their placement. Coordinators also act as the first mentors under any personal issue that might arise and facilitate the learning and reflection journey through monthly meetings. All the logistic (payments, health insurance cover, travel, personal projects, equipment) and household matters are also managing by the coordinators.

### 3.2 Working hours

We expect you to work between 35 to 38 hours a week. The hours are divided between farming work, personal projects and team building. However, the time schedule is flexible and most of the time depends on the weather condition and year seasons. In addition, the farm organises different events where you can be part of as a volunteer or participant. All the visits to other farms and trainings are considered working hours.

Total of hours in the farm (25 hours in winter time/ 30 hours in spring-summer time per week) these hours include:

Summer time (From March 21<sup>st</sup> - September 21<sup>st</sup> )

- 9.00-9.30: Daily morning check-in, 30 min
- 9.30-12.00: Farm work
- 12.00-13.00 Lunch
- 13.30-3.30 Farm work

Winter time (From September 21<sup>st</sup> - March 21<sup>st</sup> ) This can be flexible based on weather conditions and tasks.

- 10.00-10.30 Daily morning check-in, 30 min
- 10.30-12.30 Farm work
- 12.30-13.30 Lunch
- 13.30-15.00 Farm work

Total of hours ESC-team work weekly (8-13 hours) these hours varies during the week depending on the activities and events.

- 2 hours meeting with coordinators (monthly meeting)
- 1 hour a month personal meeting with coordinators
- Community events (dinners, events, festivals, etc.)
- Team building activities
- Personal/group project

#### IRISH BANK HOLIDAYS

2020

- Monday October 26th 2020 – October Bank Holiday
- Friday 25th December 2020 – Christmas Day
- Saturday 26th December 2020 – St Stephen's Day

2021

- 1 January 2021, Friday, **New Year's Day.**
- 17 March 2021, Wednesday, **Saint Patrick's Day.**
- 5 April 2021, **Monday, Easter Monday.**
- 3 May 2021, **Monday, May Day.**
- 7 June 2021, **Monday, June Bank Holiday.**
- 2 August 2021, **Monday, August Bank Holiday.**
- 25 October 2021, **Monday, October Bank Holiday.**
- 25 December 2021, Saturday, **Christmas Day.**

### 3.3 Holidays

You have 2 days holidays per month, a total of 24 days for 12 months period. In addition, we have Irish bank holidays. The Farm team can also define days off during Eastern and Christmas days.

#### How to take your holidays

1. Send an email to the ESC-Coordinators **at least 2 weeks** before your travel date including the following information:

2. Date of travel

3. Number of days off

4. Day you will be back and ready to work in the farm

It is important to receive a **confirmation email** regarding the date of your travel from ESC-Coordinators before buying your tickets and/or plan your trip. This procedure is basically because the 8 volunteers cannot take holidays at the same time.

### 3.4 Payment

The money pocket is deposited every 5<sup>th</sup> of the month by bank transfer. For any kind of reimbursement, you need to keep your receipt and give it to the ES-Coordinators.

### 3.5 Food

We provide every week with a box of 6 eggs per volunteer and a total of 5 loaf of bread per house.

Every month we give 100 euros per volunteer to buy food and other items in the buyer's group. There is a catalogue of more than thousands products, including healthy and organic items and it is possible to order in bulk. Each house of volunteers organise the order based on their needs.

Veggies from the farm are also available for the volunteers. You can collect yours during the harvest days. As a volunteer, you become a member of the farm, which allow you to participate and vote in the annual assembly, and being part of the Coordination group.

### 3.6 Health Insurance

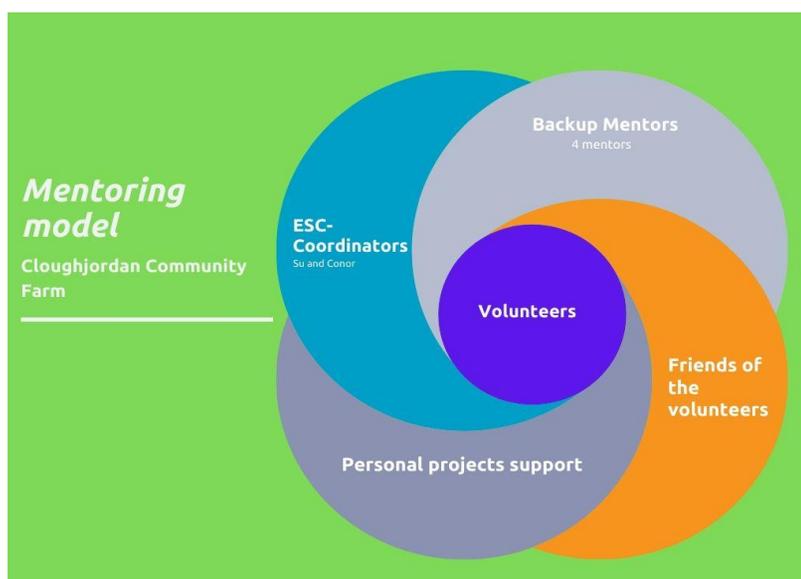
If you need to go to the Dr. in Cloughjordan, you need to bring your EU Health card. In case of any illness, you should report it to one of the ESC-Coordinators.

### 3.7 Personal/Group Projects

We encourage each volunteer to develop a personal/group project based on their own interests. We can offer support and guidelines. The only requirement for the personal projects is that they need to be linked to the community and/or to the farm. The following template is the form to complete when you are ready to present your project to the ESC-Coordinators and the farm team.

Name [Short title to describe your project]	
Location: Clough Jordan	Beneficiaries: Who are the beneficiaries (direct, indirect) of the project? How many are they?
Context: What are the specific challenges the project is trying to address?	
Objective: What is the aim/objective of the project?	
Description of the project: How the project will be developed (stages, methodology, etc)?	
<b>Activities</b> 1. 2. 3.	<b>Outputs</b> 1. 2. 3.
Replicability: How this project can continue in the future? What is the benefit of this project to the CCF and/or the community?	
Results: How the results will be shared?	

#### 4. Mentoring model



We are in a process to develop a new mentoring model. The main idea is to have a network support for the volunteers in different aspects such as personal/emotional support, conflict resolution, integration to the community, and technical knowledge for personal projects.

ESC-Coordinators will act as your primary mentors; you can talk directly to them in a case of personal or volunteering issues. If the coordinators are not a suitable option and you would prefer to talk with someone else, we are building the conflict resolution team with 2 members that can act as neutral mentors and

maintain the necessary confidentiality regarding the situation you might face. We will set up monthly meetings with the conflict resolution team in order to facilitate a safe space to share any particular issue that need to be discussed as a team, as well as to learn basic non-violent communication technics.

In terms of interaction with the community, we are building a circle of friends of the volunteers. The main purpose is to help with practical things such as transport, community events, social life, etc.

Finally, we can count on specific members of the community who are willing to support your personal project in a more technical and professional way. For instance, if you are interested on working in the Fab Lab, then we can introduce you to the person who can support and guide your project.

## 5. Communication and conflict resolution

### 5.1 MANIFESTO AND COMMON AGREEMENT

#### **Introduction:**

This document was developed within the group of ESC- volunteers who were part of the farm during 2019-2020. The process was done in three working sessions. The result is the present document called Manifesto and common agreement. It was a participatory process including the workers and volunteers of the Community Farm. The idea is to keep this document open for future reviews and updates for the next volunteers.

#### **Acknowledgments**

We thanks to Deirdre O'Leary who guided the sessions together with Helena Joaquin Colilles, ESC volunteer and all the participants. (Luca Nodari, Ani Kadiyska, Juliette Diringger, Luca Samparisi, Mathis Maiuri, Marita Johansen, Laurene Hilaire, Hasret Dayan, Kevin Dudley, Conor Mongey, Susan Cabezas)

#### **Who we are:**

We are 8 volunteers participating in the project at Cloughjordan Community Farm. All of us are coming from different countries and therefore, there is an intercultural component in the group that is important to consider as part of our daily life and how to relate to each other.

## Values and principles

- European Solidarity Corps participants embrace the values of solidarity, respect for human dignity and human rights, and believe in the promotion of a fair and equal society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality prevail;
- European Solidarity Corps participants strive to enhance solidarity between people, while respecting their cultures and their traditions, and aim to build a community of shared responsibilities and mutual support;
- European Solidarity Corps participants must not act in any way that could put others or themselves at risk of being harmed.

## MANIFESTO

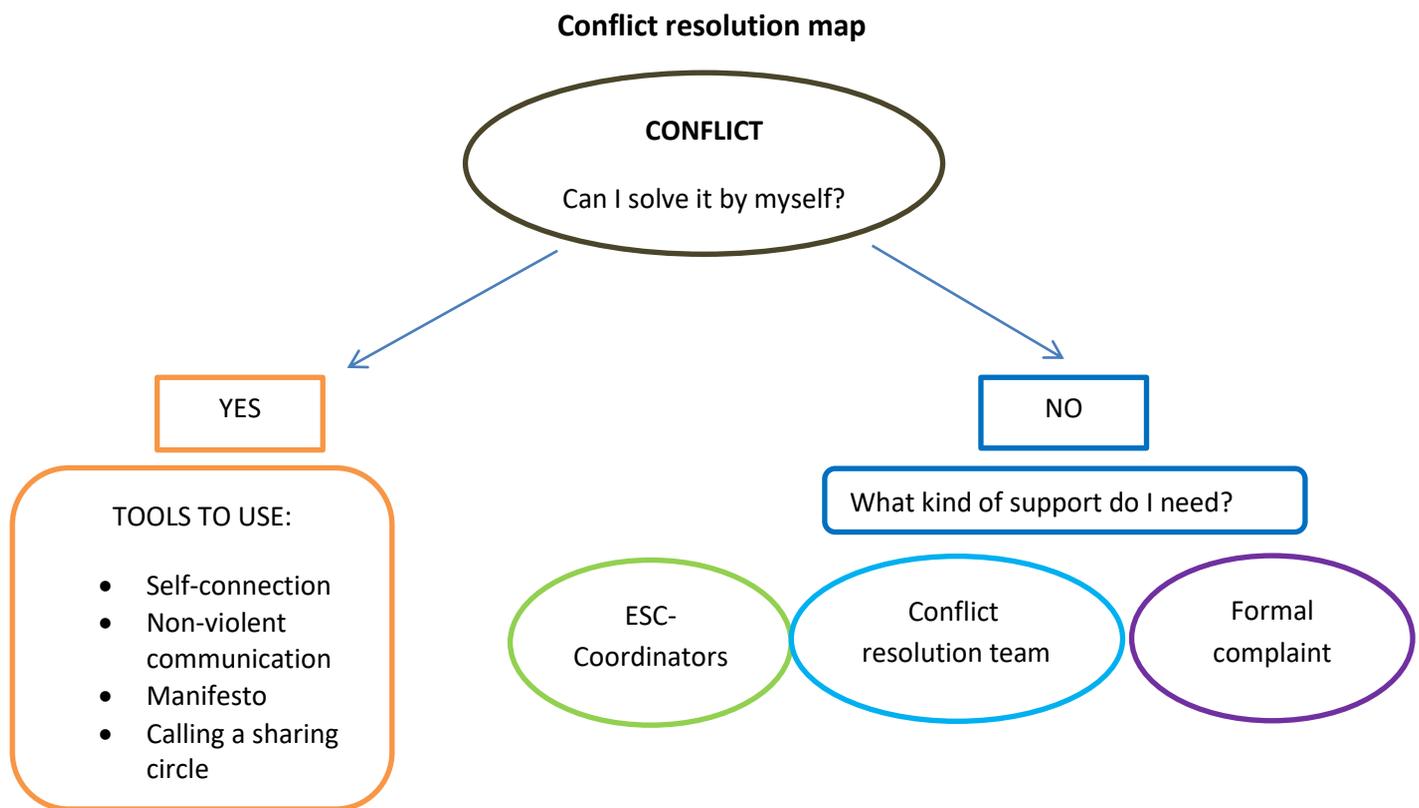
The following manifesto acts as a guideline for the volunteers and workers of the CCF to create and maintain a safe work environment and assure the equal rights and opportunities based on the principles of respect, non-discrimination, tolerance, solidarity and non-harm. The manifesto can be used as a tool for conflict resolution.

1. We aspire to communicate with kindness and respect, and to be clear while giving instructions.
2. We encourage professional behaviour. We arrive at work on time and take responsibility for the tasks we carry out both in teams and autonomous.
3. We try to be aware of the needs of ourselves and others, as well as communicate them to each other to avoid misunderstandings and/or tension.
4. We encourage the use of different ways of explaining tasks, keeping in mind language barriers and different levels of experience. Leading by doing it. Model the behaviour you want to see in others.
5. While working, we respect the different time people take to do a task and their method, as long as the end result is satisfactory and efficient.
6. If we don't agree with the method a co-worker is using for a shared task, we will explain our methods and try to find a way forward that respects everyone.
7. Everyone is invited to take on tasks. No assumptions of someone's ability are made based on gender or physique. All tasks are open to all workers, unless specialised. Volunteers are welcome to ask for training for specialised tasks (e.g driving the tractor)
8. We welcome workers to ask any work-related questions, regardless of how long they have been working on the farm.
9. When receiving instructions, we are committed to listen attentively and give feedback of our understanding if needed.
10. We aspire to speak up about conflict as soon as we can, while also respecting everyone's freedom to choose when and how to speak together about it.
11. If conflict/tension arises, we try to check in with ourselves first, notice our reactions and give ourselves some empathy before speaking.
12. Ask questions about words or actions that have caused tension, rather than moving to judgement.
13. Follow the conflict resolution map and the practical steps when a conflict arises.

## 5.2 PRACTICAL GUIDELINES

### Conflict resolution map

We have a conflict resolution map available for all to empower you in solving conflicts with others. If you have any questions or you need some support, contact the Coordinators (Conor Mongey and Susan Cabezas).



### Common understandings

#### 1.- What "CHECK IN" is

A place to start together in the morning, meditate a few minutes, taking a moment to hear and share how we feel (physical and emotional) specially when facing difficulties that affect the team work.

When the group has a sense of what everyone is able for today, we all look at the tasks and priorities for the day and agree work groups.

Check in is also a time to share knowledge about agriculture, environment, information about books, courses, and events around.

## 2.- Reasons to take a DAY OFF (not Holidays)

Physical issues: sickness, strong period pain or body pain that don't allow you to work.

Emotional issues: major personal issue, if a trauma has occurred, when you feel mentally and emotionally unwell.

Administration issues: going to an interview (skype), important things with institutions (bank, hospital,...), important phone call.

When weather forecast is disastrous

Is it important to mention here that when you have one of these reasons to take a day off you have to communicate to the other volunteers and workers on the farm so they don't expect you to come.

## 3.- What to do if you are having a "BAD DAY"

First take into consideration that everyone should be kind to others and respect them (even if that means having to avoid others). As well as that, everyone should be aware about the "needs" of the farm. After reflecting on this you can decide:

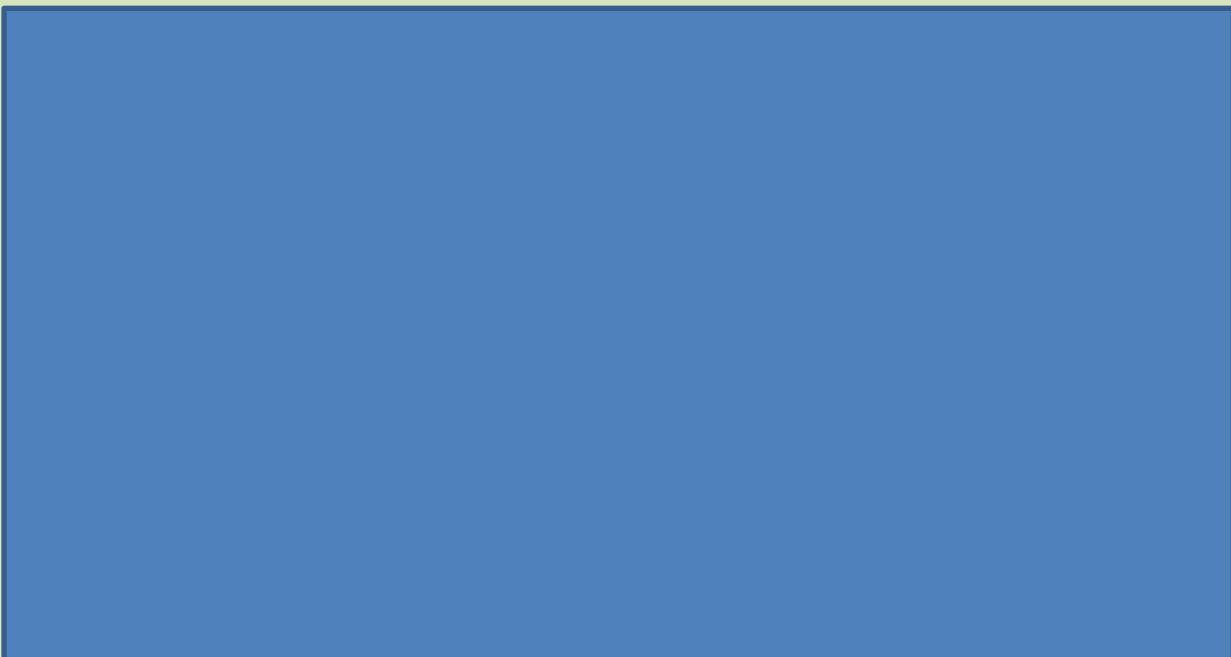
Go to the farm:

I will take responsibility for doing what I can to make the day better and not making others feel bad. During check in, I will tell the group that I'm having a bad day and ask to work alone or do a specific job if I feel like it. I can ask the coordinators to have a meeting and use the conflict resolution map.

Stay at home:

I will use the time to look after myself, go for a walk, go to sleep, ask for support if needed. Take a time to reflect on how I feel, if I can find reasons+solutions.

### Contact list information





Labyrinth



### MAP LEGEND:

- CAR WAY
- WALK WAY
- TREES
- HEDGES
- BUSHES soft fruits
- New planted trees
- Mother TREES
- PT - POLYTUNEL

APPLE TREES

OAK TREES



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