

Job Description

Community Gardener Walled Garden, Falkirk

This post is initially funded until 31st October 2018

For almost 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

The Dollar Park Walled Garden is around a half acre of ground within the grounds of Dollar Park. It dates back to Victorian times and was the original home of Robert Dollar who went on to gift the entire park to the people of Falkirk under the Council's charge.

It retains many original features such as a gazebo, arbour, stonework and gates. The Walled Garden had been largely abandoned but was transformed from waste ground by Falkirk Criminal Justice Service.

In August 2015, Cyrenians assumed responsibility for the day to day management of the garden with the following objectives:

- Develop and manage a programme of maintenance and development activity for those on community payback orders to participate in.

- To create a vibrant community garden that will encourage individuals, community groups and organisations, schools and the wider public to learn and engage in environmental, social and health activities.
- To bring back into regular community use a beautiful space that is open to public daily as well as a space for public events.
- Develop Social Enterprise activity that can contribute to the running costs of the Walled Garden, including market and events as examples.

Growing People: The Walled Garden

At the heart of this project is the desire to offer people the opportunities to be involved in the garden, whether that be someone who is involved in community payback, members of the community or community groups wanting to volunteer, or members of the public wishing to visit the garden or attend events.

The Community Gardener will work with the Garden Coordinator on the growing and maintenance plan, ensuring that it is an attractive and well maintained garden all year round.

By the very nature of this being a gardening role there will be physically demanding aspects i.e. digging, lifting and bending.

In addition to gardening, the post holder will have responsibility for:

- Supporting those on unpaid work placements
- Supporting volunteers.
- Identifying tasks and activities which they can contribute to.
- Leading and encouraging them to complete tasks such as: general maintenance, painting, planting, sowing, propagating, pruning, and weeding.
- Labelling of all plants within the garden.

The garden also offers the opportunity to develop income generating activity through social enterprise that will contribute to the running costs. It is important therefore that the garden is presentable at all times to maximise the opportunities in this area.

2 Tasks and Responsibilities

Ensure the garden is adequately planted during all seasons, and that a programme of activity is in place

- Work with the Garden Coordinator to design and implement a plan of seasonal planting.
- Create and maintain an imaginative and vibrant garden in alignment with the seasons.
- Maintain a catalogue of plants and where they are located in garden.

- Liaise with the Garden Coordinator regarding activities for those on placements within the garden, to maximise their involvement.
- Effectively prioritise and time-manage short/long term growing projects.
- Create and maintain a productive year round vegetable and herb garden.
- Utilise the facilities in the greenhouse/polytunnel.
- Implement a growing plan of flowers and vegetables so they can be sold within our café (due to open August 2018).

Delivering unpaid work opportunities

- Liaise with Falkirk Criminal Justice Department to identify skills required within unpaid work groups that support the gardens.
- Effective supervision of work groups in line with the requirements of community payback orders.
- Motivate individuals and provide instruction throughout activities.
- Maintain attendance records and other monitoring and evaluation mechanisms relating to unpaid work.
- Provide Falkirk Councils Unpaid Work Officers with written/verbal reports on an individual's progress, as required by the service.

Health and safety

- Carry out risk assessments and ensure that a safe working environment is maintained.
- Ensure all health and safety policies/procedures are in place, explained to participants, and strictly adhered to.

Delivery of accredited training to unpaid work participants

- Work closely with the Garden Coordinator to ensure that the individuals being supported to work in the garden are given a range of opportunities/activities in the garden which maximise productivity.
- Support the Garden Coordinator and participants to gather evidence for learning portfolios.

Volunteer engagement

- Recruit and support volunteers to the garden in line with Cyrenians policies and procedures

Engagement with the wider community

- Ensure the garden is maintained as a safe environment for public access; complying with and contributing to health and safety policies and procedures.
- Be responsible for the opening and closing of the gardens on working days.
- Support the organisation to plan and delivery seasonal events and activities to attract visitors.

Other tasks and responsibilities

- Ensure that all monitoring and evaluation requirements are met.
- Attend and participate in team meetings and Cyrenians staff forums.
- Participate in regular support and supervision and annual review of performance.
- Providing cover for the Garden Coordinator as required.

3 Person Specification

Knowledge and Experience	
Experience in propagating, pruning, soil preparation and composting	Essential
Knowledge and experience of productive vegetable gardening	Desirable
Previous experience of garden planning and planting	Essential
The ability to lead, motivate and inspire others	Essential
Ability to work productively with volunteers	Desirable
The ability to delegate and plan	Essential
Ability to work autonomously without everyday supervision	Essential
Good IT skills	Essential
Mechanical/Machinery knowledge	Desirable
Good problem solving skills	Essential
Comprehension/Learning/Listening skills	Essential
Qualifications and training	
Relevant qualifications/experience	Essential
Accredited first aid certificate or willingness to undertake	Essential
Values and attributes	
Committed to supporting those who face disadvantage or stigma	Essential
Able to demonstrate Cyrenians values of respect, integrity compassion and innovation	Essential
Organised, flexible and "can do" attitude	Essential
Committed and enthusiastic, able to bring about change	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Falkirk Service Manager
<u>Liaison with:</u>	Cyrenians Falkirk Employability Services, Falkirk Council Criminal Justice Department
<u>Workplace:</u>	Walled Garden, Dollar Park, Falkirk (with some work from Cyrenians Falkirk office)
<u>Working Hours:</u>	Equivalent of 18.25 hours per week to be worked

on the following 4 week pattern:

Week 1-3: Thursday, Friday and Saturdays (20 hours)

Week 4: Thursday and Friday (13 hours)

Annual Leave

Salary:

25 days plus 10 public holidays pro rata
SCP 20-24: £20,291–£22,689 pro rata. his equates to £10,008 per annum for a 18.25 hour week at SCP20

Pension:

Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 1% employee and 1% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Duration:

Initially funded until October 2018

Disclosure:

PVG membership required

5 Application deadline and Interview dates

Closing date: Tuesday 31st October at 12.00 noon.

Interview date: 8th November

Second stage: Date to be confirmed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at www.cyrenians.scot