

## **Job Description**

### **Outdoor Learning Coordinator**

Green Skills Centre, Cyrenians Farm, West Lothian

Part time – 15 to 28 hours per week.

## **About Cyrenians**

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

**Compassion | Respect | Integrity | Innovation**

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## **1 General**

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### **About the service**

The Green Skills Centre offers group training and development work to young people (ages 14-20) and other groups at risk of experiencing homelessness. We deliver trauma informed and person-centered outdoor learning and wellbeing opportunities, including workshops, accredited training and client-led learning pathways. Our learning work includes sustainable horticulture, market gardening, woodland skills, peer-mentoring and outdoor education. These courses foster a range of soft life-skills and opportunities for personal growth alongside the more practical and vocational learning outcomes – we want people to leave with enhanced learning and employability options ahead of them, to feel better skilled and resourced and able to make progressive choices themselves, leading to enhanced options and outcomes.

We currently run three 10-week programmes a year for who are disengaging from mainstream education. We would like to build on the success of our existing program delivery, which primarily focuses on working with young people, opening the opportunities at the Green Skills Centre to other age groups and community groups in line with our strategic aims. In our commitment to nature connection, and our expertise in social and therapeutic horticulture, we would like to reach communities who often face multiple barriers and intersectional exclusions to access nature.

The site is also home to our Farm Community, a home for around 8 residents at risk of long-term homelessness. At the Green Skills Centre we work with and support residents in an informal day-to-day way whilst also providing more

structured opportunities to participate in our outdoor learning programs.

### **About the role**

The postholder will work alongside the Market Garden Coordinator and Senior Keyworker to deliver a range of learning and wellbeing programs to a variety of referral partners and client groups.

This role will primarily lead on the design and delivery of our courses relating to woodland and outdoor learning, including our accredited Forest and Outdoor Learning Award. You will build relationships with the course participants, around 10-12 people on each course, and support them to engage with the course, adapting your approach to meet the needs of participants when necessary.

This role will also be responsible for all aspects of health and safety, including site maintenance and risk assessments.

Cyrenians requires all staff to be flexible in their approach and to display care, respect and a non-judgmental approach, being prepared to work tenaciously and imaginatively towards successful outcomes.

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## **2 Tasks and Responsibilities**

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### **Service delivery and development**

- Plan for and deliver a range of outdoor learning programmes for groups of up to 12 young people including bushcraft, fire circles, carving, woodland management and nature art.
- Lead on outdoor learning compliance and risk management processes, such as writing and reviewing risk assessments for all delivered activities/ associated equipment, and to ensure course participants are educated and informed how to use tools and equipment safely
- Oversee development of the outdoor learning opportunities at Green Skills Centre, and identify / explore new ideas for delivery as we look to diversify the range of programmes and groups we deliver to

### **Site maintenance**

- Ensure upkeep of outdoor learning spaces to a high standard
- Incorporate sustainable woodland management into service delivery, including inviting experts to work with groups where appropriate
- Ensure the maintenance of structures, equipment and machinery on site, with support from Service Manager
- Maintain and communicate the schedule of activities happening on site relating to areas of responsibility/oversight.

## Relationships

- Ensure a relationship-based, holistic approach to session delivery, with a focus on well-being
- Contribute and participate as a member of the Green Skills Centre team, building relationships with colleagues, the farm community and other staff across Cyrenians
- Maintain communications with delivery and referral partners building good working relationships with internal and external stakeholders

## Budgets, communication, measuring and valuing

- Ensure compliance and provide data/input into reports for Green Skills / Wellbeing Programmes with the support of service manager
- Support the service manager with various administrative procedures, including risk-assessments, referrals, reporting, budget design, data collation including numbers/photos/storytelling, marketing and communications

## Participate in aspects of the management and monitoring of the service

- With support from the Service Manager, feed into planning and review process, and maintain an individual work plan consistent with the overall service plan
- Identify personal development opportunities and undertake training which is appropriate to the project's needs including assigned in-house eLearning training courses
- Undertake other relevant/appropriate tasks as required by the Service Manager

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## 3 Person Specification

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<b>Knowledge and Experience</b>	
Experience of facilitating group sessions with a range of people	Essential
Ability to design, develop and deliver outdoor educational programmes	Essential
Experience of working in green spaces, supporting others with a nature connection and working in an environmentally friendly way	Essential
Knowledge or experience of woodland management, sustainable food production, rural skills and/or craft skills	Desirable
<b>Qualifications</b>	
Qualification to deliver the Forest and Outdoor Learning Award (FOLA), or a willingness to obtain	Essential
Qualification in Sustainable Woodland Management/Woodland Skills, or an interest in attaining qualification in this area	Desirable

<b>Skills and attributes</b>	
Strong communication and relationship building skills	Essential
Excellent IT skills, including maintaining administrative systems	Essential
Able to work flexibly and manage own workload	Essential
Commitment to working withing organisational policies, including health and safety	Essential
Passionate about enabling people to reach their potential	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Service Manager – Green Skills Centre
<u>Liaison with:</u>	Cyrenians’ Skills and Development Team and external referrers
<u>Workplace:</u>	Cyrenians’ Farm, West Lothian, EH27 8DS
<u>Working Hours:</u>	15 to 28 hours per week, to be worked over 2-4 days
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£28,759 to £31,595 per annum (scale points 25–28). This equates to £11,659 per annum for a 15-hour week and £21,764 per annum for a 28-hour week at scale point 25
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer paid through salary exchange. 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%)
<u>Funding:</u>	Currently funded to June 2027 with the possibility of extension
<u>Disclosure:</u>	PVG scheme membership for Adults and Children is required

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## 5 Application deadline and Interview dates

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<u>Closing date:</u>	Monday 30th June 2025 at 12 noon
<u>Interview date:</u>	10 <sup>th</sup> July 2025

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](http://www.cyrenians.scot)