

## Job Description

### **Garden Coordinator (Casual)** **Midlothian Community Hospital Garden** **Royal Edinburgh Community Garden**

For 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.

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## **1 General**

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### **Cyrenians NHS Community Gardens**

Cyrenians has worked with NHS Lothian to establish two hospital community gardens: the Royal Edinburgh Community Gardens in 2010, and the Midlothian Community Hospital Garden which was launched in 2012.

The hospital garden sites are owned by NHS Lothian. The original vision for the initiative came from the then Chairman of NHS Lothian, Dr Charles Winstanley, in 2010, with the establishment of the Royal Edinburgh Community Gardens. He formed the NHS Community Gardens Steering Group – involving NHS Officers and third sector stakeholders – who put together the vision and development brief for NHS Community Gardens. Cyrenians was selected as the managing agency in December 2009 and is accountable to the Steering Group.

Cyrenians NHS Community Gardens have been developed as projects that offer hospital patients, staff and visitors, as well as people and groups from the local community, the chance to take part in a range of activities. These include gardening, landscaping, producing food to share and for sale, increasing the bio-

diversity of the garden, green learning programmes and social events such as open days, hospital fetes etc. The vision is to create a great place for communities to grow together, with a particular emphasis on including people who might face barriers to being involved in activities such as this due to a range of complex health and social needs.

Fundamental to this is ensuring that activities are planned, well organised and properly managed on a day-to-day basis, and that regular volunteers feel supported and welcome.

Both gardens are located within hospital sites, supporting people with a range of complex mental health issues, dementia, learning disabilities and physical health conditions and providing regular volunteering opportunities for members of the local community.

The gardens also offer the opportunity to develop income generating activity that will contribute to the running costs. It is important therefore that the gardens are presentable at all times to maximise the opportunities in this area.

Main outcomes expected for the Casual Garden Coordinator role are to:

- Provide cover for the Garden Coordinators when off site
- Facilitate involvement of people from local communities, as well as hospital staff and patients
- Supporting/supervising volunteers and people on placement
- Leading and encouraging volunteers to complete tasks such as: general maintenance, painting, planting, sowing, propagating, pruning, and weeding

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## **2 Tasks and Responsibilities**

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- Ensuring the smooth running of daily activities in the garden, helping ensure they are productive, attractive, and pleasant spaces for people to socialize and gather
- Supporting delivery of core seasonal Gardens Programmes and relating activities
- Compiling daily jobs lists for volunteers
- Recording participation and volunteering hours at the end of each day
- Ensure risk management procedures are followed and any risk assessments for new activities are conducted
- Introducing potential new volunteers to the Gardens
- Supporting any trainee staff, volunteers and students on placement
- Contributing to weekly produce sales tasks and supporting volunteers to run the stall
- Ensuring management of tools, equipment and any other assets
- Multi-tasking - unstructured engagement patterns and expectations of volunteers, service users and visitors
- Liaising with the Gardens Co-ordinator and Manager for continuous improvement of the project
- Reporting to the Gardens Manager as required

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### 3 Person Specification

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<b>Knowledge and Experience</b>	
Experience in propagating, pruning, soil preparation and composting	Essential
Knowledge and experience of productive vegetable gardening	Essential
Previous experience of garden planning and planting	Essential
Experience of working with people with mental health issues, learning disability and/or older people's services or other vulnerable groups	Desirable
The ability to lead, motivate and inspire others	Essential
Ability to work productively with volunteers	Essential
The ability to delegate and plan	Essential
Ability to work autonomously without everyday supervision	Essential
Mechanical/Machinery knowledge	Desirable
Good problem solving skills	Essential
Comprehension/Learning/Listening skills	Essential
<b>Qualifications and training</b>	
Relevant qualifications/training in horticulture	Desirable
Accredited first aid certificate or willingness to undertake	Essential
<b>Values and attributes</b>	
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

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### 4 Terms & Conditions

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Reporting Manager:	Gardens Manager
Workplace:	Edinburgh/Midlothian
Working Hours:	Casual work. Hours will be offered as and when they are available. There is no expectation that a Casual Worker will accept all hours that are offered. A Casual Worker is not an employee.
Salary:	£13.81 per hour. This is an hourly rate of £11.95, plus an additional payment of £1.86 per hour to reflect any entitlement to annual leave.
Disclosure:	PVG scheme membership required

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### 5 Application deadline and Interview dates

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<u>Closing date:</u>	Monday 13 <sup>th</sup> May 2019 at 12.00 noon.
<u>Interview date:</u>	Wednesday 22 <sup>nd</sup> May 2019
<u>Second stage:</u>	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](http://www.cyrenians.scot)