

## Job Description

# Outdoor Education Officer, Cyrenians Farm

Cyrenians is a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052. For more than 50 years we have served people at risk, working with them 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 Farm is the longest established of our Social Enterprises. It interweaves with Cyrenians Good Food Programme to create a powerful network of enterprise activity for generating both commercial income and life enhancing opportunities.

The aim of the Farm Enterprise is to grow and sell produce, and host paid team challenges and corporate volunteering to create a small income stream for the charity. It also offers a number of volunteering and work placement opportunities.

This is a new and exciting role funded by the Ernest Cook Trust for up to 3 years which will take the farm to the next stage in its development by enhancing its educational offering. We are looking for an inspirational educator or practitioner with educational aspirations to work with relevant partners and the farm team to tailor the offering and lead on the new programme's development and delivery. There is an opportunity for the postholder to increase scope of the role with support from Cyrenians on the farm site via appropriate fundraising and sessional work delivery.

### Background to Cyrenians Farm

The project is based at 12 Humble Holdings, near Kirknewton. The site is also home to Cyrenians residential Farm Community, which is an accommodation unit working with up to 8 residents and 6 residential volunteers.

The Farm is social work registered. It must meet externally inspected standards in care, provision and management of all activities. The aim of Cyrenians Farm Community is to engage in positive working relationships with young people who are multiply disadvantaged and at serious risk of long-term homelessness, to enable them to stabilise their lives and to deal with underlying problems before moving on to a better future. The objective supporting this is that they learn to manage their own lives' more effectively, with increased social skills, self-esteem and personal insight. This can be achieved at the Farm through a combination of key work support and also, opportunities to engage in the Cyrenians Farm Enterprise on a voluntary basis as a means of gaining confidence, skills and work experience.

Residential volunteers, who commit to a six-month stay, provide peer support to the residents and are a vital component in the process of encouraging residents to participate in all aspects of community living. Volunteers participate and encourage residents to engage in farming activities. Day-volunteers also engage in the farming activities on the farm enterprise from diverse backgrounds.

Cyrenians requires all staff to be flexible in their approach and willing to help meet the needs of the charity and clients in whatever circumstances arise. We expect all staff to display care, respect and a non-judgmental approach to clients, being prepared to work tenaciously and imaginatively towards successful outcomes.

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## **2 Main Tasks and Responsibilities**

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### ***Develop and deliver the farm's educational offering***

- Create and deliver a timetable of activities aimed at Cyrenians Community residents, service users, volunteers, visitors and local schools which utilise the farm's fields, polytunnels, surrounding woodland, craft workshop and food processing spaces to teach participants about the environment, sustainable food production and outdoor craft skills.
- To work with appropriate partners to develop and deliver educational offerings on the farm – Skills Development Scotland, Scotland's Rural College, Cyrenians Learning and Work Services etc.
- To develop educational pathways so that independent learning about the environment, sustainable food production and outdoor craft skills can take place in the farm environment, and participants can understand and be supported towards next steps on their own educational or vocational journey.
- To liaise with local schools and colleges to develop and deliver offerings for young people to learn about the environment, sustainable food production and outdoor craft skills using databases such as the Scottish Index for Multiple Deprivation to identify participant schools.
- To identify suitable apprenticeships or traineeships for the farm to develop and deliver on the environment, sustainable food production and outdoor craft skills by working closely with the farm's operations team and external partners.
- To identify income and funding streams for the continued delivery of the farm enterprise's educational programme in the long term.
- To work closely with the farm team to support the delivery of yearly service objectives, in line with Cyrenians vision, mission and values.

### ***Farming Operations***

- The Outdoor Education Officer will work with the farm operations team to ensure smooth delivery of the farms strategic aims and development by tailoring the vocational educational programme to farm's seasonal work schedule and available spaces, buildings and venues.
- Taking on tasks associated with the running of the business in line with annual farm strategy objectives such as the recording of relevant data and participant stories.
- Taking on tasks to ensure the farm land is managed effectively:
  - residents and volunteers are involved in the upkeep of land and learn about the environment in which they live.
  - the land is well maintained and provides a positive and peaceful environment for the community.
- Ensuring all activity is of a high standard and meet statutory obligations including H&S, as well as Soil Association Organic Standards.

### ***Communication and Networking***

- Liaise with external parties when required.
- Participate in Cyrenians staff meetings and work jointly as appropriate.
- Work with the management team to participate in funding bids and, where appropriate, promote the farm's training opportunities and operations to a range of funders and other supporters through participation in open days, events etc.

### ***Monitoring and Evaluation***

- Provide monitoring information for the Farm Manager to assist with production of reports in line with the Farm Work Plan.
- Maintain monitoring systems to evaluate work against agreed objectives.
- Maintain records for inspection by external bodies as agreed with the Farm Manager such as yearly reports for funders.
- Support the production and review of the Cyrenians Farm Strategic Plan.

### ***Training and Development***

- Engage and enable residents in farm work and co-ordinate the contribution by residential volunteers to farm work, identifying external training needs and routes to delivery where appropriate.
- Participation in planning and delivery of training and development activities on the farm for farm staff, other Cyrenians staff and volunteers.

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## **3 Person Specification**

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<b><i>Knowledge and Experience</i></b>	
Experience working in outdoor education, sustainable food production, rural skills and craft skills	Essential
Ability to communicate effectively and inspire others	Essential
Ability to develop and deliver educational programmes	Essential
Experience of working on farms	Desirable

<b>Training and Qualifications</b>	
Health and safety training	Desirable
Teaching, land management or environmental qualification	Desirable
Assessor or verifier of SQA qualifications	Desirable
<b>Values and Attributes</b>	
Conscientious, practical, committed and hard working	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Interest in and commitment to young homeless people in a residential setting	Essential
A passionate interest in land, sustainable food production and the environment	Essential
Committed to continued learning and developing new knowledge and skills	Essential
Positive thinker and creative problem solver	Essential
Able to cope with stress and be supportive of colleagues	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Farm Enterprise Manager
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings
<u>Workplace:</u>	Cyrenians Farm, near Kirknewton, West Lothian
<u>Working Hours:</u>	15 hours per week
<u>Annual Leave:</u>	25 days plus 10 public holidays (pro rata)
<u>Salary scale:</u>	£27,260 per annum pro rata (scale point 28). This equates to £11,051 per annum for a 15 hour week
<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. 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>Disclosure:</u>	PVG membership is required
<u>Contract:</u>	Funded for 12 months in the first instance

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## 5 Application deadline and Interview dates

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<u>Closing date:</u>	12 noon on Monday 28 <sup>th</sup> September 2020
<u>Interview date:</u>	week commencing 5 <sup>th</sup> October 2020
<u>Second stage:</u>	TBC

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

Further information about Cyrenians visit [www.cyrenians.scot](http://www.cyrenians.scot)