**Skills Exchange SCIO – Let’s Grow Community Gardener Job Description**

JOB TITLE: COMMUNITY GARDENER

SALARY: £22,000 pa (pro rata)

LOCATION: DAVID LIVINGSTONE BIRTHPLACE , BLANTYRE

TERMS: - 12 months fixed term contract ( potentially a further 12

months depending on funding );

* 28 hours per week;
* start date tbc ( due to current Covid-19 situation)

RESPONSIBLE TO: SKILLS EXCHANGE SCIO (line managed by CEO )

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| The context of this job |

Skills Exchange SCIO works across South Lanarkshire with young people and unemployed adults who have multiple barriers. We deliver training in employability, personal development and life skills providing support which is person-centred, flexible and responsive to individual needs. We work with a range of partners, schools, colleges, employers and third sector organisations with the aim of supporting our participants on their journey towards the world of work.

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| The purpose of this post |

We have recently secured funding to deliver our ‘Let’s Grow’ project for disadvantaged young people aged 15+ in partnership with The David Livingstone Trust, who run the Birthplace in Blantyre.

Participants on ‘Let’s Grow’ will have the opportunity to gain skills and qualifications in employability, personal development, enterprise, horticulture and the environment through a blend of group work, individual support and work placements.

The aim of ‘Let’s Grow ’ is to support local young people towards a positive destination, raise aspirations and enable them to contribute to their local community.

Following a successful application to the Scottish Government Investing in Communities Fund we are now in a position to recruit a Community Gardener to be based at the David Livingstone Birthplace in Blantyre. The successful applicant will support, train and supervise young people who are undertaking Let’s Grow work placements within the Centre’s grounds and gardens as well as supporting Garden Volunteers.

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| About you |

You’ll have a strong passion for horticulture and inspiring others to learn more about and engage with the natural world around them. You’ll have experience of working with diverse and at times challenging young people, often with additional support needs. You will also have experience of working with and supporting volunteers coupled with excellent organisational, planning and coordinating skills. You will be a confident communicator with experience of working collaboratively with partners, stakeholders and the local community. A degree of flexibility will be required with the role, as the Birthplace project progresses to re-opening in 2021 and so the ability to adapt to changing circumstances would be advantageous.

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| Key tasks |

* Support and supervise project participants undertaking practical work experience at the David Livingstone Birthplace
* Organise and plan seasonal gardening duties and the development of projects to be undertaken by project participants within the grounds and gardens
* Provide training to project participants as required
* Support and liaise closely with other David Livingstone Birthplace Garden Volunteers and the on-site staff
* Maintain safe outdoor working practices and strict adherence to relevant Health & Safety legislation
* Prepare risk assessments or method statements prior to any work commencing
* Liaise with, and where appropriate work with, other organisations / partners to provide and educate on horticultural activities
* Work closely with other Skills Exchange project staff to ensure effective communication and reporting
* Undertake any administrative / reporting tasks related to the project as directed
* Effectively organise and manage own workload and diary
* Represent Skills Exchange professionally as and when required at external events
* Contribute to the sharing of good practice and support continuous improvement throughout Skills Exchange and promote a positive image of Skills Exchange and all the services it delivers
* To travel to other locations connected with Skills Exchange business as required
* Identify and highlight training and development needs in line with requirements of the Community Gardener role to line manager
* Actively contribute to the maintenance of a professional and welcoming environment
* Any other duties as may be reasonably required

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| Generic requirements |

The post holder will be expected to comply with Skills Exchange Scio’s policies and procedures at all times. These include, but are not limited to, equality and diversity, confidentiality, data protection, health and safety.

The post holder will be trained and coached in the policies and procedures of Skills Exchange Scio. They will be expected to familiarise themselves with these policies and procedures and to seek advice and guidance from their line manager if required.

The key tasks listed above are an indication of the main duties to be performed. They may be subject to amendment to take account of changing circumstances but any changes would be made following discussion with the post holder.

Please note that should your application be successful you will be required to become a member of the Disclosure Scotland PVG Scheme.

**Skills Exchange Scio**

**Person Specification**

Post : Educational Gardener

The Person Specification states the minimum knowledge, skills and experience required to carry out the job and is used for both shortlisting candidates for interview and to identify the areas to explore in an interview.

E = essential criteria D = desirable criteria

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|  | | **Criteria** |
| **A** | **Experience** | |
| 1 | Demonstrable horticultural skills | E |
| 2 | Minimum 1 year’s previous experience within a horticultural background | E |
| 3 | Working with and supporting disadvantaged young people | E |
| 4 | Working with and supporting young people with additional support needs | E |
| 5 | Working with and supporting young people with multiple barriers | E |
| 6 | Working with volunteers and managing their work programmes | E |
| 7 | Ecological or biodiversity activities | D |
| 8 | Liaising and working with partners and local community organisations | D |
| **B** | **Knowledge / Skills** | |
| 1 | Broad knowledge of garden and landscape maintenance | E |
| 2 | Knowledge and understanding of the likely issues and barriers faced by the client group | E |
| 3 | Computer literate, specifically Microsoft applications including Word, Excel and PowerPoint | D |
| **C** | **Skills** | |
| 1 | Excellent interpersonal skills and able to build positive relationships quickly and effectively | E |
| 2 | Ability to plan and manage a work schedule for young people and monitor / report progress against outputs. | E |
| 3 | Openness and readiness to work and integrate with a diverse range of individuals | E |
| 4 | Excellent organisational and planning skills | E |
| 5 | Ability to work on own initiative and contribute effectively to the aims of the Let’s Grow project | E |
| 6 | Ability to prioritise and manage work and time efficiently | E |
| 7 | Adaptable and flexible, able to deal with change | D |
| **D** | **Other** | |
| 1 | Current driving licence and access to own transport | E |
| 2 | SQA Assessor Award | D |
| 3 | Able to undertake occasional evening and/or weekend work if required | D |
| 4 | First Aid qualification | D |
| 5 | Health & Safety qualification | D |

**Applications : Closing Date 30th June 2020**

Please email CV and covering letter ( no more than one page ) to : [ann@skillscio.org](mailto:ann@skillscio.org)

If you would like to discuss the role in more detail or have any queries please contact

[ann@skillscio.org](mailto:ann@skillscio.org) / 07384 816570

**Please note :**

Due to the current Covid-19 situation both Skills Exchange SCIO and the David Livingstone Birthplace are currently closed and staff are working from home.

We are hoping to reopen as soon as we are permitted to do so but please be aware that this may impact on both interview dates and the start date for the post.

We appreciate your understanding in this situation.