

## JOB DESCRIPTION

### **Growing Youth Workshop Leader**

**RESPONSIBLE TO:** Projects Manager

**TERMS OF EMPLOYMENT:** 16 hours/week, fixed term contract from w/c 6th September 2021 to 1st July 2022. The contract is renewable depending upon continuation of contract in August 2022. The role will be PAYE with holiday entitlement and the option of pension contributions.

**SALARY:** £25,151 pro-rata, with annual increments.

#### **PURPOSE OF JOB**

Growing Youth is a programme of Edible Estates delivered on behalf of Edinburgh Council's Additional Support for Learning Service (ASLS). ASLS provides alternatives for high school aged children who are 'outside of curriculum'. Growing Youth is one such alternative, where children are given the opportunity to participate in workshops focussing on construction, landscaping and horticulture. Edible Estates have been delivering this service since the beginning of the school year in 2020. We find that the pupils respond best to joinery/timber framing projects and therefore a lot of the Growing Youth programme has focussed on the construction of sheds at our community gardens.

We are looking for a workshop leader with skills and experience in the construction of timber structures, though skills and experience of landscaping/horticulture would be an advantage. The right candidate would also have experience in youth work, and/or training and work experience programmes for young people.

The workshop leader would work with Edible Estates' Projects Manager to deliver three Growing Youth workshops per week in the Wester Hailes area of Edinburgh for the duration of the contract. Each workshop would be of three hours duration (with time set aside for set up close down, and additional tasks), and for up to five children of high school age, who would attend on a weekly basis. Some of these children will have had adverse childhood experiences (ACE's) and present with behaviours which will require adequate support and management. The children will also be supported by a ASLS staff member during the workshops.

The Projects Manager will provide construction design information and materials to site. The workshop leader will lead the workshops in a way which balances timely completion of construction tasks, satisfactory quality and a nurturing and supportive environment for the children. He/she will be responsible for health and safety on site, and will be supported by the ASLS staff member to maintain good behaviour on site.

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## **MAJOR TASKS/ACTIVITIES**

### **Growing Youth Workshops**

- Ensure that there are a range of tasks set and activities offered that will engage the participants of the project.
- Ensure that the tasks set and activities offered are focussed on completing the jobs taken on by the project in a timely manner.
- Ensure that GY participants are learning new skills and/or developing their skills set in the areas of horticulture, landscaping and joinery
- Ensure that GY workshops are run in a safe way that doesn't place participants at undue risk
- In collaboration with the Projects Manager, ensure that GY workshops are adequately resourced in terms of tools, materials and facilities.
- Ensure a high quality of work to the satisfaction of Edible Estates and clients.

### **Risk Assessment, Health & Safety**

- In collaboration with the Projects Manager, prepare risk benefit assessments (RBA) of all aspects of Growing Youth workshops.
- Implement sensible and proportionate Health & Safety precautions to ensure safety of participants, including clear communication of safe working practices.
- Raise awareness and teach methodologies in risk assessment and health & safety during all workshops.
- Ensure all tools and equipment are kept in a safe running order, and if equipment is broken to ensure it is not used and replacements are ordered through the Projects Manager.
- Keep a record of each participant indicating what tools and equipment they have been trained to use, and which they are allowed to use.
- Record any accidents, report to the Projects Manager, and make changes to RBA and delivery of workshops to avoid further accidents.

### **Monitoring and Reporting**

- To monitor and record participation and progress in the GY project. By taking photographs or videos of participants in action and alongside work completed
- To complete basic daily reports, to include numbers of participants, work completed, skills developed by participants and any safety infringements or risks
- Report to clients as required.

### **CONTRACT DURATION & HOLIDAYS**

The contract follows the School Year from the 18th August to 1st July. The workshop leader will be obliged to take his/her holiday entitlement during school holidays. 18th - 25th October 2021, 20th December - 5th January, 14th - 18th February, and 11th - 22nd April 2022. Holidays outside of these dates, would be by arrangement ensuring ongoing cover for workshops.

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## **OTHER**

### **Team Working**

- Collaborate with the Edible Estates staff to deliver project goals.
- Collate and report workshop participation info, and monthly reports to the Projects Manager.
- To operate within an Equal Opportunities Policy.
- To carry out other reasonable duties deemed necessary by the Projects Manager.

### **Decisions Made**

The postholder will make frequent decisions on operational matters during sessions but decisions of a strategic nature are taken by the Projects Manager, Director, and the Board of South West Edible Estates.

### **Supervision**

Regular employee supervision and support sessions will be available with the Projects Manager.

## **PERSON SPECIFICATION**

### **Essential**

Experience of leading workshops with young people

Some experience and skills in joinery, timber framing etc.

Knowledge and application of on-site health & safety protocols.

Driving licence.

### **Desirable**

Some experience in horticulture, landscaping.

Knowledge of Child Protection issues, GIRFEC etc.

Experience of working with children with Adverse Childhood Experiences.

An up to date First Aid Certificate.

A car/van which can be used for work.

Updated July 2021.