

## Job Description

### Community Gardener (casual work)

#### Walled Garden, Falkirk

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) 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 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.

---

## 1 General

---

The Dollar Park Walled Garden is around a half acre of ground within the grounds of Dollar Park. It dates back to Victorian times and was the original home of Robert Dollar who went on to gift the entire park to the people of Falkirk under the Council's charge.

It retains many original features such as a gazebo, arbour, stonework and gates. The Walled Garden had been largely abandoned but was transformed from waste ground by Falkirk Justice Service's.

In August 2015, Cyrenians assumed responsibility for the day to day management of the garden with the following objectives:

- Develop and manage a programme of maintenance and development activity for those on community payback orders to participate in.
- Maintain and develop a vibrant community garden that will encourage individuals, community groups and organisations, schools and the wider public to learn and engage in environmental, social and health activities.
- To maintain and develop the garden for regular community use a beautiful space that is open to public daily as well as a space for public events.
- Develop Social Enterprise activity that can contribute to the running costs of the Walled Garden, including market and events as examples.

### **Growing People: The Walled Garden**

At the heart of this project is the desire to offer people the opportunities to be involved in the garden, whether that be someone who is involved in community payback, members of the community or community groups wanting to volunteer, or members of the public wishing to visit the garden or attend events.

The post holder will be responsible for the support and management of people on community payback orders and the engagement of volunteers to ensure that we meet these aims. The role will complement the Garden Coordinator and existing Community Gardener to ensure that there is staff cover for the garden to operate on 7-days per week.

In addition to general gardening duties, the post holder will have responsibility for:

- Supporting those on Community Payback (unpaid work placements)
- Supporting volunteers.
- Leading and encouraging them to complete tasks such as: general maintenance, painting, planting, sowing, propagating, pruning, and weeding.
- Identifying other tasks and activities which they can contribute to.
- Labelling of all plants within the garden.

The post holder will also contribute to, and implement, a growing and maintenance plan to ensure the Walled Garden is an attractive and well-maintained place all year round.

The garden also offers the opportunity to develop income-generating activity through social enterprise that will contribute to the running costs – such as being hired for events. It is important therefore that the garden is able to maximise the opportunities in this area.

By the very nature of this being a gardening role there will be physically demanding aspects i.e. digging, lifting and bending.

---

## **2 Tasks and Responsibilities**

---

### **Delivering unpaid work opportunities**

- Effective supervision of work groups in line with the requirements of community payback orders.
- Motivate individuals and provide instruction throughout activities.
- Maintain attendance records and other monitoring and evaluation mechanisms relating to unpaid work.
- Provide Falkirk Councils Unpaid Work Officers with written/verbal reports on an individual's progress, as required by the service.

### **Ensure the garden is adequately planted during all seasons, and that a programme of activity is in place**

- Create and maintain an imaginative and vibrant garden in alignment with the seasons.
- Maintain a catalogue of plants and where they are located in garden.
- Liaise with the Garden Coordinator and other Community Gardener regarding activities for those on placements within the garden, to maximise their involvement.
- Create and maintain a productive year round vegetable and herb garden.
- Utilise the facilities in the greenhouse/polytunnel.

### **Health and safety**

- Carry out risk assessments and ensure that a safe working environment is maintained.
- Ensure all health and safety policies/procedures are in place, explained to participants, and strictly adhered to.

### **Delivery of accredited training to unpaid work participants**

- Work closely with the Garden Coordinator and other Community Gardener to ensure that the individuals being supported to work in the garden are given a range of opportunities/activities in the garden which maximise productivity.
- Support the Garden Coordinator, other Community Gardener, and participants to gather evidence for learning portfolios.

### **Engagement with the wider community**

- Ensure the garden is maintained as a safe environment for public access; complying with and contributing to health and safety policies and procedures.
- Be responsible for the opening and closing of the gardens on working days.

- Support the garden team to deliver seasonal events and activities to attract visitors.

### Other tasks and responsibilities

- Ensure that all monitoring and evaluation requirements are met.

## 3 Person Specification

<b>Knowledge and Experience</b>	
Experience in propagating, pruning, soil preparation and composting	Essential
Knowledge and experience of productive vegetable gardening	Desirable
Previous experience of garden planning and planting	Essential
The ability to lead, motivate and inspire others	Essential
Ability to work productively with volunteers	Desirable
The ability to delegate and plan	Essential
Ability to work autonomously without everyday supervision	Essential
Good IT skills	Essential
Knowledge and experience of using machinery petrol driven machinery e.g. Lawnmowers, Strimmer's, Wood Chipper, Soil Sifter, Rotovator, Hedge cutter and Pressure Washer. Power tools e.g. Jigsaw, Drills and Sanders.	Desirable
Good problem solving skills	Essential
Comprehension/Learning/Listening skills	Essential
<b>Qualifications and training</b>	
Relevant qualifications/experience	Essential
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

## 4 Terms & Conditions

<u>Line Manager:</u>	Garden Coordinator
<u>Workplace:</u>	Walled Garden, Dollar Park, Falkirk
<u>Working Hours:</u>	This is a casual worker role. Hours will be agreed in advance.
<u>Salary:</u>	£12.53 per hour – this is made up of £10.85 per hour plus £1.68 to reflect any entitlement to annual leave
<u>Disclosure:</u>	PVG Scheme membership required

---

## **5 Application deadline and Interview dates**

---

Closing date: Monday 8<sup>th</sup> November 2021  
Interview date: Thursday 18<sup>th</sup> November 2021  
Second stage: Monday 22<sup>nd</sup> November 2021

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)