



**JOB DESCRIPTION:  
Camas Resident Staff Team Member - Gardener**

**JOB DETAILS**

Job Title:	<b>Camas Resident Staff Team Member - Gardener</b>
Line Manager:	Camas Coordinator
Location:	Based at Camas, Isle of Mull, but occasionally may be required to work on Iona
Contract	Residential Staff Terms and Conditions 28 <sup>th</sup> February 2022 – 3 years, seasonal
Protection of Vulnerable Groups	This post is exempt from the Rehabilitation of Offenders Act. The post-holder must be or become a member of Scotland's Protection of Vulnerable Groups Scheme.

**Job Purpose**

The prime role of the **Camas Resident Staff Team**

Under the guidance of the Camas Co-ordinator, the Camas Resident Staff Team (of up to four people) is responsible for the leadership and pastoral support of volunteer staff and guests in the “common life” at Camas, as well as the planning, co-ordination and running of the weekly programme for Camas Centre guests.

As part of our commitment to the common life, all members of the community at Camas are required to participate fully in both reflection and building community through shared task. As a resident member of the Camas team, this includes leading morning and evening reflections based on the mission of Camas, as well as attending shared meals and taking part in daily chores.

As a remote, off-grid community committing to a basic, simple and sustainable lifestyle, all resident staff must hold additional responsibility for specific areas of Camas to maintain the centre.

Although based primarily at the Camas Centre, Camas Staff may at times need to work on the mainland, as well as on Iona; suitable accommodation will be provided.

This is a developing post in a changing situation, requiring flexibility and ongoing re-assessment of the job description.

## **MAIN RESPONSIBILITIES**

1. Participating fully in the common life at Camas.
2. Providing welcome, hospitality and leadership for both guests & volunteer staff.
3. Promoting the holistic well-being of all volunteers and guests through continuing formal and informal pastoral support.
4. Recruitment and training of volunteer staff at Camas.
5. Leading morning and evening reflection.
6. Maintaining clear communication with staff and guests on a daily basis.
7. Implementing and adhering at all times to the safety guidelines for staff and guests in relation to the running of the centre.
8. In the Co-ordinator's absence, assuming responsibility for the running of the centre and the welfare of staff and guests; this includes taking responsibility for Child Protection.
9. Ensuring adequate resources/equipment are in place, ordering and arranging delivery of supplies as necessary, maintaining records and ensuring financial accountability and integrity are upheld.
10. Participating in domestic and maintenance tasks as necessary, as part of our commitment to the "common life".
11. Planning and facilitating the programmed events and weeks.
12. Developing the work of the centre through innovative programming and processes.
13. Contributing to the growth of the centre's client base through sales, marketing and visiting groups.
14. Upkeep of the centre's organic garden and tree nursery.
15. Co-ordinating and supporting the centre's environmental policies as well as its recycling, fuel and composting systems.
16. Co-ordinating general maintenance tasks and upkeep of the centre's buildings and grounds, including the centre's tools and garden/maintenance equipment, (in liaison with the Iona-based maintenance team when necessary).

## **Specific Responsibilities**

1. Manage and maintain the Centre's organic garden – woodland, tree nursery, wild garden areas, lazy beds and poly tunnels seeing it through the whole season, from planting at the beginning of the year, to harvesting for our daily use, and then preparing the beds for the winter.
2. Facilitating use of the garden as a space for exploring our connection with nature.
3. Support both staff and guests to feel confident in being part of the daily upkeep of the garden, knowing when to pick and use the produce and teaching basic gardening skills.

## **SUPERVISION AND BUDGET RESPONSIBILITY**

The Camas Resident Staff Team is responsible for:

- leadership and as a role model for the Camas volunteers
- day to day management of volunteers, allocating and supervising tasks
- the mentoring of specified individuals within the volunteer team.

No direct budget responsibility unless related to identified projects or responsibilities such as ordering of food or garden supplies

## **LEVEL OF AUTONOMY AND DECISION-MAKING**

Day to day decision making related to programme and responsibility for running and managing the centre in the absence of more senior staff

## **COMMUNICATIONS**

The main internal contacts of the post are:

- Camas Resident Team, volunteers and guests
- Colleagues on Iona and on the Mainland

The main external contacts of the post are:

- Local community members in particular schools and environmental organisations
- Visiting group leaders and organisations prior and post visit
- Potential customers to generate bookings both by telephone, presentations and meetings
- External suppliers

## **PERSON SPECIFICATION**

Essential for all Camas Resident Staff Team Members

- be in sympathy with the aims and purpose of the Camas Centre and of the wider Iona Community, and able to reflect these in their work at the centre.
- demonstrate the empathy and compassion required for pastoral support for Camas staff and guests
- demonstrate strong leadership skills and awareness of their position as a role model. Fully participate in community and the common life, eg meals, chores, and reflections
- have an active and positive awareness of environmental issues and renewable energy.
- have initiative and self-motivation
- have the ability to inspire individuals and actively contribute to a strong team ethos within the resident management team and the staff team as a whole
- be committed to a basic, simple and sustainable lifestyle
- have experience and appropriate skills for working with a variety of people, especially marginalised young people
- have an interest in, and ideally experience of, a variety of outdoor/adventure activities
- be willing to share fully in the common life at Camas and able to thrive in a close-knit community setting, contributing to joy, laughter and friendship
- be able to function with a high degree of responsibility
- have a dynamic, flexible approach
- IT and multimedia literacy

In addition, members of the Camas Resident Staff Team should have experience and/or qualifications appropriate to their specific focus within the centre's work.

**For this specific present resident post vacancy:**

**Essential:**

- Have previous experience of working with marginalised young people and/or vulnerable adults.

**It would be beneficial to:**

- Have the ability to identify/recruit new customers
- Have experience of selling garden produce
- Carry out maintenance of equipment and the centre
- Hold a full, clean driving license
- Other useful skills might be ability to play a musical instrument, art/craft or environmental education interests, outdoor activity skills such as hillwalking, rock climbing or kayaking.

**AGREEMENT**

Job Holder's Signature

Date

Immediate Manager Signature

Date