

Job Description

Garden Coordinator

Royal Edinburgh Community Gardens

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

Cyrenians Community Hospital Gardens provide greenspace and therapeutic gardening opportunities in Edinburgh and Midlothian.

We worked with NHS Lothian to establish the Royal Edinburgh Community Gardens in 2010, and the Midlothian Community Hospital Garden which was launched in 2012.

We want to improve the physical and mental health and wellbeing of the people we work with, building community, reducing isolation and tackling inequalities.

We do this through:

- developing and maintaining high quality, sustainable therapeutic gardens;
- providing a range of gardening and nature-based activities for NHS staff and service users, volunteers, visitors and groups;
- working in partnership with third sector and statutory partners

The main outcomes expected for the Garden Coordinator role are:

- Develop and implement growing plans and vision for the garden with input from gardens colleagues, volunteers and service users
- Recruit, induct and support gardens volunteers
- Ensure operations are well-organised, safely managed and delivered in a manner that supports our vision and the outcomes above
- Plan and deliver infrastructure projects and new developments in line with the Strategic Plan, taking the Gardens forward towards greater success
- Ensure that activities in the garden contribute towards targets and outcomes of funders and national health priorities

2 Tasks and Responsibilities

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

- Facilitate the smooth running of daily activities in the gardens, ensuring they are productive, attractive, and pleasant spaces for people to socialise and gather
- Lead the development of the land, woodland and facilities with input from colleagues, volunteers and service users
- Prioritise and time-manage short and long-term growing projects and developments
- Maintain a productive year-round vegetable and herb garden
- Effectively maintain the Glasshouses growing space and manage glasshouse activities through the year
- Implement a growing plan of flowers and vegetables
- Coordinate weekly seasonal produce sales and supporting volunteers to run the stall
- Work with colleagues and staff to facilitate seasonal events in the garden
- Develop opportunities for food sharing using the cob oven in the garden

Monitoring and Evaluation

- Record participation and volunteering hours at the end of each day
- Ensure all records of participation are recorded on Lamplight, our online database
- Manage office petty cash systems and gardens budget
- Work with gardens team to capture stories and develop more innovative methods of demonstrating impact

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

- Ensuring management of tools, equipment and any other assets
- Contribute to overall risk registers for the whole service

Volunteers

- Supported by Cyrenians volunteer coordinator, lead the recruitment, induction and support of new community volunteers to the gardens
- Work closely with any admin volunteers and delegate tasks
- Compile daily jobs lists for gardens volunteers.
- Book and coordinate any volunteer team challenges with corporate groups
- Balance expectations of volunteers, service users and visitors
- Involve volunteers in planning sessions, identifying resources and running events

Trainees and placements

- Line management of any trainee staff as and when we have them within Cyrenians HR policies and procedures
- Work with Gardens Manager to support students on placement in the gardens

Partnership work

- Work closely with other third sector partners on site to develop activities involving and benefiting the hospital community
- Promote gardens activities across the hospital and actively build relationships with NHS ward staff, estates and management
- Work with gardens colleagues on service user involvement and developing voice of lived experience in decision-making around the garden
- Link in with other growing projects to network and learn from each other and to inform best practice in community and therapeutic growing

Other tasks and responsibilities

- Work closely with Gardens Manager and colleagues to develop improved systems across whole service i.e. volunteer induction/health and safety
- Report to the Gardens Manager any issues that might impact on service delivery/health and safety/reputation
- Attend and participate in team meetings and Cyrenians staff forums
- Participate in regular support and supervision and annual review of performance

3 Person Specification

| Attributes, skills and experience | |
|---|-----------|
| Experience of running a community garden or social farm or similar growing scheme | Essential |
| Experience of working with and supporting volunteers | Essential |
| Experience of working with vulnerable individuals and groups | Essential |
| Ability to balance competing needs of volunteers, service users and volunteers | Essential |

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| Ability to follow good practise in risk management, support others to work safely, and design/implement risk assessment procedures | Essential |
| Reporting skills and experience in the form of gathering statistical information and producing case studies | Essential |
| Good awareness of personal boundaries | Essential |
| Excellent people skills and problem-solving skills | Essential |
| Experience of working with people in hospital and/or with mental or physical health issues, learning disabilities or older people's services | Essential |
| Ability to work autonomously without everyday supervision | Essential |
| Experience of line managing staff | Desirable |
| Experience of managing a budget | Desirable |
| Experience of and commitment to involving service users and volunteers in decision-making | Essential |
| Qualifications and training | |
| Relevant qualifications or training in horticulture/garden design/therapeutic gardening/landscape gardening/ and or other related training | Essential |
| Accredited first aid certificate | Desirable |
| Values and attributes | |
| 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 |
| Committed to working in partnership with others to achieve positive outcomes | Essential |

4 Terms & Conditions

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| <u>Employer:</u> | Cyrenians |
| <u>Accountability:</u> | Cyrenians Board of Trustees (via the Chief Executive of Cyrenians) |
| <u>Line Manager:</u> | Gardens Service Manager, Community Gardens |
| <u>Liaison with:</u> | Senior Recovery services manager, referral services, hospital services, delivery partner organisations |
| <u>Workplace:</u> | Royal Edinburgh Community Gardens, Morningside |
| <u>Working Hours:</u> | 28 hours per week |
| <u>Annual Leave</u> | 25 days plus 10 public holidays pro rata |
| <u>Salary:</u> | £23,801 - £26,115 per annum pro rata (scale points 23 to 26). This equates to a pro-rata salary of £18,011 for a 28 hour week at SCP23. |
| <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%) |

Funding: This is a permanent post.
Disclosure: PVG Scheme membership required

5 Application deadline and Interview dates

Closing date: 21st February 2022 at 12 noon
Interview date: 4th March 2022
Second stage: TBC

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