

## Job Description

### Green Activity Coordinator Cyrenians Community Hospital 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

Cyrenians has worked with NHS Lothian to establish two hospital community gardens: the Royal Edinburgh Community Gardens in 2010, and the Midlothian Community Hospital Garden which was launched in 2012.

The hospital garden sites are owned by NHS Lothian. The original vision for the initiative came from the then Chairman of NHS Lothian, Dr Charles Winstanley, in 2010, with the establishment of the Royal Edinburgh Community Gardens.

Cyrenians NHS Community Gardens are projects that offer hospital patients, staff and visitors, as well as people and groups from the local community, the chance to take part in a range of activities in the gardens and on hospital wards. These activities include gardening, landscaping, woodland and orchard management, producing food to share and for sale, increasing the bio-diversity of the garden,

nature-based arts and crafts and a wide range of therapeutic learning programmes and social events, such as Open Days, hospital fetes etc. The vision is to create a great place for communities to grow together, with a particular emphasis on promoting wellbeing, improving mental health and reducing social isolation.

Both gardens are located within hospital sites, supporting adults and young people with mental health issues, dementia, learning disabilities and physical health conditions, as well as people who are socially isolated or disadvantaged in some way. We aim to be an inclusive space, providing opportunities for everyone to learn and contribute.

The purpose of the Green Activity Coordinator is to develop and deliver activities that allow individuals and groups in the wider community to benefit from the therapeutic aspects of gardening, wildlife and the outdoors. The role involves leading workshops in the gardens, in the surrounding woodland and other locations within NHS grounds in Edinburgh and Midlothian.

We are excited to be working in a partnership of organisations called the Thrive 'physical activity and greenspace' (PAGS) collective. A core part of this role will be to build on an existing new programme of green social prescribing activities for adults with mental health issues in Edinburgh.

We will also be delivering a new programme in Midlothian in partnership with other local organisations that will provide learning opportunities for young people disadvantaged by the pandemic. A part of this role will be involved in delivering courses at the Midlothian Garden in partnership with other outdoor learning providers.

### **Main outcomes for the role are:**

- Plan and deliver a range of activities that make best use of the environments both gardens are situated in (gardens, woodland, orchard and other wild spaces in the surrounding areas)
- Develop new green activities group in Midlothian, ensuring opportunities align with offers from other providers
- Work with partners to develop and improve opportunities for collaborative working as well as improving services for participants
- Contribute to the wider conversation around green prescribing and how we collectively ensure offers are meeting the changing needs of referrers, providers and participants

---

## **2 Tasks and Responsibilities**

---

### **Programme development and delivery**

- Plan activities designed to engage people attending sessions, involving participants in programme design where possible

- Manage the referral process, making referrals for ongoing support where relevant
- Promote opportunities for referrals
- Source materials for activities and manage project specific budgets
- Work with and support volunteers/sessional staff as appropriate to deliver sessions
- Identify and deliver accredited learning where appropriate i.e. John Muir award

## **Health and Safety**

- Develop risk assessments to ensure a safe working environment is maintained and that health and safety policies/procedures are strictly adhered to
- Ensure that all participants and volunteers are aware of all Health and Safety procedures

## **Partnerships, Communication and Networking**

- Promote new programmes and make links with key referrers, in particular link workers/wellbeing practitioners and the Thrive Welcome Team
- Establish good working relationships with Thrive physical activity and greenspace partnership, and Midlothian green prescribing group, developing opportunities for increased joint working
- Develop marketing materials for new programmes
- Participate in Cyrenians Gardens staff meetings and work jointly as appropriate
- Contribute to service communications including newsletter and social media

## **Monitoring and Evaluation**

- Record participation, including qualitative evaluations and inputting of attendance figures from each session and complete project reports as required
- Develop creative monitoring and evaluation plans for projects-based on needs of participants
- Seek innovative ways to share learning from across sector
- Provide opportunities for up to 2 students every year to contribute to research in green prescribing

## **Learning and Development**

- Attend any relevant training / partnerships to support delivery of activities

---

## **3 Person Specification**

---

<b>Knowledge and experience</b>	
Experience of delivering outdoor education, therapeutic gardening, sustainable food production, rural or craft skills	Essential
Experience of working with vulnerable individuals / groups outdoors	Essential
Experience of attending partnership / steering groups and communicating confidently	Essential

Proven organisational skills and the ability to work unsupervised	Essential
Ability to follow good practise in risk management, support others to work safely, and implement risk assessment procedures	Essential
Experience of managing a referral process	Desirable
Experience of working with and supporting volunteers	Desirable
Experience of supporting vulnerable people	Desirable
Active listening skills	Desirable
<b>Qualifications and training</b>	
Land management, Outdoor Education, Forest schools, or other relevant environmental qualification	Essential
Mental health first aid, 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
Committed to continued learning and developing new skills	Essential
Positive thinker and creative problem solver	Essential
Ability to support self and colleagues	Essential
Good awareness of personal boundaries	Essential

---

## 4 Terms & Conditions

---

Employer:	Cyrenians
Accountability:	Cyrenians Board of Trustees (Via Cyrenians Chief Executive Officer)
Line Manager:	Gardens Service Manager
Reporting:	Report against work plan at regular support and supervision meetings
Workplace:	Royal Edinburgh Community Gardens and Midlothian Community Hospital Gardens
Working Hours:	25 hours per week
Annual leave:	25 days plus 10 public holidays, pro rata
Salary scale:	£23,801 - £26,115 pro rata (scale points 23 to 26). This equates to £16,081 per annum for a 25 hour week at SCP23.
Pension:	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%)
Disclosure:	PVG scheme membership required
Contract:	Permanent

---

## **5 Application deadline and interview dates**

---

Closing date: 12 noon on Monday 14<sup>th</sup> March

Interview date: Thursday 24<sup>th</sup> March

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