



## Job Description

### **Garden & Volunteer Wellbeing Coordinator** **Walled Garden, Linburn, West Lothian**

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and those at risk to transform their lives.

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.

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## **1 General**

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Cyrenians is in the process of signing a three-year lease with Sight Scotland to manage and develop the walled garden at Linburn, West Lothian. The site is 5,000 square meters and already grows a variety of herbs, wild garlic, orchids and vegetables. This site offers great potential for further development as we look to expand on our seasonal growing and a range of wellbeing nature-based activities. Cyrenians are the lead partner in Live Life which is a partnership working together to help veterans and their families and carers with their mental and physical health. We will be looking to build a cob oven and offer arts and craft activities as well as cultivating a new bee hive. The garden is well positioned and in an accessible location close to Cyrenians' farm, Sight Scotland Linburn Centre, the Military Museum Scotland and Wilkieston Legion Hall.

Cyrenians has secured funding to transform the walled garden which has retained many original features and stonework. This garden project will offer existing and future work with veterans and their families as well as people and groups from the local community. In addition, we will develop and provide a range of therapeutic activities in the garden for Veterans and their families. Activities include: gardening, landscaping, 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.

We look to do this through:

- developing and maintaining a high quality, sustainable therapeutic walled garden;
- providing a range of gardening and nature-based activities for veterans/families, volunteers, visitors and groups;
- working in partnership with Live Life & Scottish Veterans Wellbeing alliance and other veteran hubs.

The main outcomes expected for the Garden & Volunteer Wellbeing Coordinator role are:

- Develop and implement growing plans and vision for the garden with input from gardens colleagues and volunteers
- Recruit, induct and support garden volunteers
- Ensure operations are well-organised, safely managed and delivered
- Plan and deliver infrastructure projects and taking the garden forward
- Working with our partners to help promote and engage with wellbeing activities

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

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## **2 Tasks and Responsibilities**

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

- Facilitate the smooth running of activities in the garden ensuring they are productive, attractive, and pleasant spaces for people to socialise and gather
- Lead the development of the land and facilities with input from colleagues and volunteers
- Prioritise and time-manage short and long-term growing projects and developments
- Maintain a productive year-round vegetable and herb garden
- Work with colleagues and staff to organise and facilitate seasonal events in the garden
- Develop opportunities for food sharing and building and using cob oven in the garden

The garden also offers the opportunity to develop income-generating activity along side the farm through social enterprise that will contribute to the running cost.

- Provide assistance to individuals taking part in partner lead activities. Maintain attendance records and other monitoring and evaluation mechanisms relating to volunteers.

### **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.

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### 3 Person Specification

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<b>Knowledge and Experience</b>	
Experience in propagating, pruning, soil preparation and composting	Essential
Knowledge and experience of productive vegetable gardening	Essential
Experience of planning and engaging Wellbeing activities	Essential
The ability to lead, motivate and inspire others	Essential
Experience of garden planning and planting	Essential
Supporting garden activities	Essential
Experience of recruiting and working productively with volunteers	Essential
The ability to delegate and plan	Essential
A good organiser of people and sessional growth	Essential
Ability to work autonomously without everyday supervision	Essential
Good IT skills	Essential
Mechanical/Machinery knowledge	Desirable
Good problem-solving skills	Essential
Comprehension/Learning/Listening skills	Essential
Veterans community	Desirable
<b>Qualifications and training</b>	
Relevant qualifications or training in horticulture/garden design/therapeutic gardening/landscape gardening	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
Committed and enthusiastic, able to bring about positive change	Essential

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### 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Live Life Manager
<u>Liaison with:</u>	Cyrenians Farm, volunteers
<u>Workplace:</u>	Walled Garden, Linburn West Lothian, (with some work from Cyrenians Falkirk office)
<u>Working Hours:</u>	21 hours over 5 days per week. Weekend work may also be required
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£24,515 - £26,898 pro-rata (scale points 23 to 26).

This equates to £13,914 per annum for a 21 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 membership required

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## **5 Application Deadline and Interview Dates**

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Closing date: 12 noon on Monday 16th May 2022  
Interview date: Tuesday 24th May 2022  
Second stage: Monday 30th May 2022

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