

Job Description

Community Gardener **Walled Garden, Falkirk**

For over 50 years, Cyrenians has served those on the edge; working with those experiencing 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 is why all our work is values-led and relationships-based.

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 Services.

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

- Develop and manage programmes that includes garden maintenance and the opportunity to gain new skills for individuals (via Falkirk Justice Services) who are on:
 - Community payback orders
 - Supervision orders
 - Unpaid work hours

- 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. This is a beautiful space that is open to public daily as well as a space for public events.
- Develop community events that can contribute to the running costs of the Walled Garden.
- Build relations and working closely with other agency's e.g. Friends of Dollar park

Cyrenians vision is to give people the opportunity to be involved in the garden, whether that be someone who is involved in community payback, members of the community/community groups wishing to volunteer, or members of the public visiting the garden or attend events.

The Community Gardener will supervise people on Community Payback Orders and work with the Garden Coordinator on the growing and maintenance plan, ensuring that it is an attractive and well maintained garden all year round.

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

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

- Supporting and supervising those on placement through Falkirk Justice Services
- Identifying tasks and activities which they can contribute to.
- Leading and encouraging them to complete tasks such as: general maintenance, painting, planting, sowing, propagating, pruning, and weeding.
- Supporting volunteers in a similar way.

The garden also offers the opportunity to develop income generating activity that will contribute to the running costs. It is important therefore that the garden is presentable at all times to maximise the opportunities in this area.

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2 Tasks and Responsibilities

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

- Work with the Garden Coordinator to design and implement a plan of seasonal planting.
- 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.

- Effectively prioritise and time-manage short/long term growing projects.
- Create and maintain a productive year-round vegetable and herb garden.
- Utilise the facilities in the greenhouse/polytunnel.
- Implement a growing plan of flowers and vegetables so they can be sold within our café.

Delivering unpaid work opportunities

- Liaise with Falkirk Justice Department to identify skills required within unpaid work groups that support the gardens.
- Effective supervision of work groups in line with the requirements of community payback orders.
- Liaise with the Garden Coordinator around activities for those on placements within the garden, to maximise their involvement and support the growing and maintenance plans.
- 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.

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 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 and participants to gather evidence for learning portfolios.

Volunteer engagement

- Recruit and support volunteers to the garden in line with Cyrenians policies and procedures

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 organisation to plan and deliver seasonal events and activities to attract visitors.

Other tasks and responsibilities

- Ensure that all monitoring and evaluation requirements are met.
- Attend and participate in team meetings and Cyrenians staff forums.

- Participate in regular support and supervision and annual review of performance.
- Providing cover for the Garden Coordinator as required.

3 Person Specification

Knowledge and Experience	
Practical experience of seasonal garden maintenance including; propagation, planting, pruning, soil preparation, turf management and composting	Essential
The ability to lead, motivate and inspire others	Essential
The ability to plan daily garden tasks and delegate appropriately to the teams to carry out	Essential
Ability to work autonomously without daily supervision	Essential
Good IT skills	Essential
Good problem solving skills	Essential
Comprehension/Learning/Listening skills	Essential
Accredited first aid certificate or willingness to undertake training	Essential
Mechanical/Machinery knowledge	Desirable
Ability to work productively with volunteers	Desirable
Knowledge and experience of productive vegetable gardening	Desirable
Previous experience of annual garden planning	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 and enthusiastic, able to bring about change	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Garden Coordinator
<u>Liaison with:</u>	Cyrenians Falkirk Employability Services, Falkirk Council Justice Department
<u>Workplace:</u>	Walled Garden, Dollar Park, Falkirk (with some work from Cyrenians Falkirk office)
<u>Working Hours:</u>	Between 15 hours - 30 hours per week, weekend work will often be necessary, but the hours of the role required will generally be between 9am and 4pm each day
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)

<u>Salary:</u>	£22,622 – £25,296 pro rata (scale points 20 to 24). This equates to: £18,342 for a 30 hour week at SCP20. £9,171 for a 15 hour week at SCP20.
<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%)
<u>Disclosure:</u>	PVG Scheme membership is required

5 Application deadline and Interview dates

<u>Closing date:</u>	12 noon on Monday 25 th July 2022
<u>Interview date:</u>	Monday 1 st August 2022
<u>Second stage:</u>	Thursday 4 th August 2022

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