

## **Job Description**

### **Garden Coordinator, Walled Garden – Falkirk**

For over 50 years, Cyrenians 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. Our way of working is built on our four core values, which are at the heart of all our work and decisions:

**Compassion | Respect | Integrity | Innovation**

[Read more about us and our values](#)

[Read about our strategic aims](#)

---

## **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 retains many original features such as a gazebo, arbour, stonework and gates.

The Cyrenians Walled Garden project is intended to

- Offer people the opportunity to be involved in the garden; whether that is someone who is involved in community payback, members of the community wanting to volunteer, or members of the public wishing to visit the garden.
- Support people on Community Payback orders (unpaid work placements) to gain new skills and help them move forward with their lives.
- Show the public how community payback can contribute to their community.

We also want to explore ways for the garden to become self-sustainable through events and activities that will contribute to the cost of its up-keep.

The Garden Coordinator will be key to our success. The post holder will share their wealth of knowledge and experience in gardening with people on community payback orders, volunteers, and the part-time Community Gardener that also works on the project.

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

There will also be times when the Gardener Coordinator will be lone-working with participants from Community Payback and volunteers.

The post holder will have responsibility for:

- Leading on the growing and maintenance plan, to ensure that the garden is attractive and well-maintained all year round.
- Supervising and supporting small groups of adults on Community Payback Orders
- Identifying suitable tasks and activities for groups and individuals
- Leading and encouraging unpaid work participants to complete tasks such as: general garden maintenance, hard landscaping, preparing and painting garden features, planting, sowing, propagating, pruning, and weeding.
- Linking in with Falkirk Justice Services
- Line management of the Community Gardener
- Building relationships and working closely with other agency's e.g. Friends of Dollar Park

---

## **2 Tasks and Responsibilities**

---

### **Development of a garden design and growing plan**

- Design a growing and maintenance plan; ensuring that it offers year-round opportunities for garden tasks
- Work with the Community Gardener and volunteers to implement the plan
- Lead on the development and planting of the floral clock (a visible landmark located at the gates of Dollar Park), including propagating and ordering plants
- Liaise with volunteers to create new floral clock designs on an annual basis
- Coordinate the plants and maintenance of other specific park beds

### **Delivering unpaid work opportunities**

- Liaise with Falkirk Justice Department to identify unpaid work groups to support the gardens
- Provide effective supervision to those subject to statutory court orders, and in particular the unpaid work requirement of a community payback order
- Motivate participants and provide them with instructions relating to each activity
- Maintain attendance records and other monitoring and evaluation in relation to unpaid work
- Provide Falkirk Councils Unpaid Work Officers with written/verbal reports on each participants progress, as required by the service
- Create other opportunities for those on unpaid work to learn woodwork / craft skills, particularly in the winter months (December – February)

### **Deliver accredited training to unpaid work participants**

- Work closely with the Community Gardener to ensure that the individuals being supported are given a range of opportunities/activities in the garden which maximise productivity
- Deliver SVQ Intro to Gardening level 4 and support participants to gather evidence for their learning portfolios
- Assess SVQ portfolios (or train as an SQA assessor as part of your continued professional development after 12 months in post)

**Line management of the Garden team**

- Manage the performance of all staff through use of the charity's performance systems including; setting annual objectives, providing regular supervision, annual performance review
- Ensure the staff team engage in appropriate training, learning and ongoing Continuous Professional Development in line with service need and individual learning requirements
- Ensure compliance with all relevant organisational policies and procedures

**Recruitment and support volunteers and placements**

- Develop volunteer roles to support the work of the garden
- Recruit community volunteers to support the development of the garden
- Carry out support and supervision of volunteers

**Health and Safety**

- Be responsible for ensuring that Health and Safety requirements, policies and procedures are in place, reviewed regularly, and adhered to
- Ensure that everyone engaging with the gardens receives health & safety training and/or induction to ensure their own safety as well as the safety of others; and that all training is recorded.

**Engagement of wider community**

- Ensure that the garden is maintained as a safe environment for public access
- Ensure that the gardens are opened to the public 7 days a week
- Support the organisation to plan and deliver seasonal events and activities that attract members of the public
- Coordinate the booking of groups into the gardens and ensuring that booked groups follow all relevant procedures and liaise with Falkirk service co-ordinator
- Monitor and record the number and types of visitors to the garden.

**Maintain effective methods of measuring the impact of the work of the service**

- Ensure contractual reporting requirements are met with key funder in line with reporting schedules
- Ensure that data is provided to the Employability Service Manager for the organisation's annual impact report.
- Ensure that information required for Cyrenians Lamplight and etapestry databases is provided to the Falkirk Service Coordinator to input.

**Resource management**

- Ensure the gardens operate within the set yearly budget.
- In partnership with Employability Service Manager complete funding applications to develop the Walled Garden
- Identify ways of using excess garden produce to generate funds for the walled garden

**Other tasks and responsibilities**

- Provide cover for gardening staff as required
- Contribute to and, where appropriate, attend partnership meetings

- Attend and participate in team meetings and Cyrenians staff forums
- Participate in regular support and supervision and annual review of performance with Employability Manager
- Any other tasks identified by the Employability Manager as appropriate

### 3 Person Specification

<b>Knowledge and Experience</b>	
Proven gardening and growing skills with significant practical experience	Essential
Excellent track record in effectively supporting people	Essential
Demonstrate a strong understanding of working with people's strengths and experiences in order to develop their skills and knowledge.	Essential
Experience of managing and supporting a staff team	Essential
Excellent interpersonal skills and ability to motivate and inspire	Essential
Ability to plan and lead tasks and activities	Essential
Ability to work autonomously without everyday supervision	Essential
Excellent verbal and written communication skills	Essential
Experience and knowledge of sustainable eco gardening	Desirable
Excellent IT skills.	Desirable
Experience in the recruitment of volunteers or staff	Desirable
Previous experience of delivering learning opportunities or accredited training to individuals or groups	Desirable
Previous experience supporting people involved with the justice system	Desirable
Understanding of the justice system and the community-based interventions	Desirable
<b>Qualifications and training</b>	
Relevant horticultural qualification and/or equivalent experience	Essential
Accredited first aid certificate or willingness to undertake	Essential
Assessment Qualification i.e. D32/D33/A1/L&D9D1	Desirable
<b>Values and attributes</b>	
Conscientious, practical, committed and hard-working	Essential
Committed to a continuous improvement approach	Essential
Positive thinker and creative problem solver	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Ability to work under pressure and also support colleagues during such times	Essential
Flexibility and team work	Essential
Ability to work autonomously within the charity's systems and ethos	Essential
Person-centred approach	Essential

---

## 4 Terms & Conditions

---

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Falkirk Employability Service Manager
<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>	30 hours over 4 days per week (working one day at the weekend every 4 weeks. Weekend work may also be required to cover holidays and/or sickness)
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£26,005 - £28,533 per annum pro rata (scale points 23 to 26). This equates to £20,274 per annum for a 30-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%)
<u>Disclosure:</u>	PVG membership required

---

## 5 Application Deadline and Interview Dates

---

<u>Closing date:</u>	Monday 29th May 2023 at 12pm
<u>Interview date:</u>	Tuesday 6 <sup>th</sup> June 2023
<u>Second stage:</u>	To be confirmed

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