



## **JOB DESCRIPTION**

<b>Position:</b>	Horticulture and Sustainable Food Systems Tutor
<b>Reports to:</b>	Horticulture and Sustainable Food Systems Education Manager
<b>Salary:</b>	FTE £25,500 - £29,500 (Prorata 3 days £15, 300 - £17,700)
<b>Hours:</b>	Part Time 22.5 hours
<b>Location:</b>	Dumfries House, East Ayrshire, KA18 2NJ

### **About The Prince's Foundation**

The Prince's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organization is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice. The work of The Prince's Foundation is inspired by our charity founder HRH The Prince Charles, Prince of Wales's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

### **The Role:**

The post holder will assist on the development, implementation and delivery of high-quality educational experiences including school workshops, short courses, teacher training programmes and public events related to Horticulture and Sustainable Food Systems.

The Horticulture and Sustainable Food Systems education offering is currently delivered through practical day workshops and longer form courses covering our key theme areas: The Journey of Our Food, Horticulture Skills, Life Systems in the Garden and Field to Fork cooking. These are targeted predominantly to primary and early secondary school learners with a view to expand into further secondary. The curriculum is based out of the Pierburg Education Building and the Kauffman Education Garden on Dumfries House Estate and aims to provide all learners with an understanding of sustainable food production and consumption practices alongside knowledge of career opportunities available in the sector. Due to the holistic nature of our education strategy, the post holder will have the opportunity to work with colleagues on interdisciplinary programmes from the wider education team including Farming and Rural Skills, STEM, Activity and Adventure, Hospitality, Textiles and Building Crafts.

## **Key Tasks**

### **Supporting the Curriculum Manager to ensure smooth delivery of The Prince's Foundation's education strategy and core HSFS programmes by:**

- Developing, evaluating and delivering workshops to a variety of age groups and abilities.
- Keeping up to date with current practices and policies in both food education and production to inform development of curriculum through CPD and personal development.
- Supporting the HSFS Education Manager on development of new short and long term courses in an organised and creative manner.

### **Supporting the HSFS Education Manager to build and maintain relationships with funders and partners by:**

- Assisting the HSFS Education Manager with compiling evidence for annual reports and newsletters for directors, funders and partners.
- Helping to identify new opportunities with industry and education partners.

### **Supporting the HSFS Education Manager to maintain the education facilities, staff and equipment by:**

- Preparing, and maintaining equipment and facilities to a high standard prior to and following education activity, monitoring and requesting stock as appropriate.
- Supporting the HSFS Education Manager to ensure the maintenance of the Pierburg building is completed, informing relevant Prince's Foundation staff when maintenance is required.
- Carrying out, and reviewing risk assessments for education activities, following procedures for first aid and incident reporting.

### **Contributing to the overall education aims of The Prince's Foundation by:**

- Furthering the wider education work of The Prince's Foundation through contribution to team meetings, joint education activity and events and cross curricular CPD sessions.
- Maintaining familiarity with The Prince's Foundation handbook and relevant HR procedures.
- Undertaking any other duties as may reasonably be required of you in the post.

It is in the nature of the work of the Prince's Foundation that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their Job Description must be undertaken

## **Person Specification**

### **Essential Experience and knowledge:**

- Relevant industry experience or teaching experience or educated to degree level qualification in a subject relevant to horticulture and sustainable food systems.
- An interest or understanding of sustainable food production systems or horticulture and a passion for the sustainability of these sectors.
- Prior experience educating and engaging with young people and/or community groups.

**Essential Qualities:**

- Able to represent the Prince's Foundation professionally at all times.
- Strong interpersonal, communication and organisational skills.
- Ability to work proactively and flexibly to achieve set objectives.
- The ability to work well within a team, maintaining positive relationships with the wider education staff.
- Working knowledge of Microsoft Office software (e.g., PowerPoint, Excel and Word).

**Desirable experience, knowledge and qualities are:**

- Knowledge of the future UK wide rural skills shortage, growth industries and how this impacts employers and future employees.
- Knowledge of the education and training environment in relationship to schools and further education as well as alternative routes into growing and rural skills careers.
- Experience of growing in any capacity.

**Other:**

- The post will be based at Dumfries House, Cumnock Ayrshire. Some travel within the UK and occasionally overseas may be necessary.
- This post is based on a full time 22.5 hour week linked to the target audience needs.
- Willingness to work occasional weekends or evenings as required for education or wider estate events, with a TOIL system in place.
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure and Barring Service or PVG.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address:- [hr.recruitment@princes-foundation.org](mailto:hr.recruitment@princes-foundation.org)

**Closing Date:** Friday 24<sup>th</sup> of November 2023