



Rosyth Community Projects Limited

Job Description

Post Title:	Project Support / Administrative Officer - EATS Educates: Children and Families Growing and Eating Fruit and Veg.
Contract:	Full Time
Salary:	£24,000 per annum (£12,000 0.5 Full Time Equivalent)
Pension:	3% employer pension contribution with employee making 5% contribution.
Hours of work:	18.75 hours per week with flexible working including Annualised Hours to allow for time off over school holidays if required and may also include some Saturdays / Sundays / Evenings.
Holidays:	28 days holiday, plus 5 public holidays, per rota
Location:	Rosyth – but some travel around Fife may be required
Reporting to:	General Manager.

About us:

Rosyth Community Projects Limited is a registered charity based in Rosyth which delivers the Edible & Tasty Spaces: EATS Rosyth project. We operate a community hub and café in Rosyth as well as a community garden and centenary orchard. Our values include social justice - we will work to reduce inequalities in our community, in particular supporting those experiencing food poverty or loneliness and isolation. Building a stronger sense of community - we want everyone to get involved and have a say in our work, helping us to understand where our future direction lies. The Natural World - Our Greenspaces are the nature capital of Rosyth. We offer opportunities for everyone to discover the beauty and explore the natural world within them.

About this project:

EATS Educates: Children and Families Growing and Eating Fruit and Veg.

This post is to join the team who will deliver the EATS Educates project: Children and Families Growing and Eating Fruit and Veg. The project aims to actively improve the health of children and their families, and their understanding and interest in the environment and biodiversity.

The project will span 4 Primary Schools in Rosyth where children will learn and participate in their schools sowing, planting, growing, harvesting, tasting, and cooking fruit and vegetables. They will take this learning home – growing and cooking and eating fruit and vegetables at home.

The project is funded for 20 months and aims to be sustained after the funding is complete.

Therefore, an education programme will be produced for the 4 schools to engage with after the 20 months funding is complete. In addition, the programme will be available to be shared and supported across Southwest Fife and beyond, so that as many children and schools as possible can benefit from the project.

The times scale for the project are estimated to be, 4-month project planning phase, 14th month active phase and 3-month final phase for evaluation and dissemination.

The Project Support / Administrative Officer will work with a 1 EATS Education Officer (0.8 full time equivalent) and 1 EATS Educations Project Gardener (0.5 full time equivalent). They will report to and be supported by the General Manager of EATS Rosyth and a Project Steering group who have a wide range of experience and skills.

Main Purpose of Post

The Project Support / Administrative Officer will work with the team to deliver the aims of the project. They will lead on supporting the project planning and organisation and providing a full range of administrative services associated with the day to day running of the project and in completing the education programme.

The Project Support / Administrative Officer will start an initial planning phase where they will work with the project team to support the planning of the project, this will include:

- using project planning methods, collating, formatting and printing resources
- preparing for the project data collection
- preparing a communication strategy for the project
- organising meetings and taking and reporting minutes of these meetings.

They will additionally support the team to work within the project budget, by collecting and processing finances associated with the project. This will start in the planning phase and will continue throughout the project.

In the active phase of the project, the Project Support / Administrative Officer will support the Education Officer with their lesson timetables across the 4 schools and prepare all the resources for the day's lessons. They will organise and support the collection and input of data from the project and support its analysis. They will lead on the communication strategy for the project, which will include the use of social media. They will be the main point of contact for the project via email, social media, phone calls etc. and be responsible for updating and communicating with all involved in the project. They will provide the administrative support for the project steering group. They will support the collation, evaluation and presenting of the education programme document.

In the final phase of the project, they will support the final evaluation and completion of the programme and its resources. As part of this, they will organise and support the dissemination of the resource to other schools in Southwest Fife and beyond.

Main Duties

- Work with the project team to deliver the aims of the project.
- Provide all the administrative support for the project steering group.
- Provide the administrative support to the teachers working group who will be creating the lessons plans for the project.
- Work collaboratively with the project team, teachers and school staff.
- Support the team to work within the budget for the project.
- Procure and purchase equipment and materials for the project.
- Support the creation of resources for the project.
- Provide the administrative support to the project plan, including ensuring it meets its agreed timescales.
- Create a communications strategy with the project team and operationalise the strategy, which will include using social media to communicate with all stakeholders.
- Organise and support the work of engaging and involving families and carers into the project and continue this work throughout the project.
- Manage any events that are required for the project, during the planning and active phase and for the dissemination of the project.
- Organise the timetable for the education programme within the agreed primary classes across the 4 Rosyth schools.
- Prepare all the resources needed by the Education Officer to deliver each individual lesson.
- Support the writing and evaluation of the education programme to ensure it meets its aims.
- Work with the Education Officer to collect, input and analyses all the project outcome data.
- Provide administrative support to the Project Gardener. This will include designing the spaces, creating a growing plan, ordering equipment, and growing materials etc.
- Provide the administrative work for the project team and steering group in the writing of the final project report, including an evaluation of its outcomes, and the final education programme and its resources.
- Organise and support the sharing and training of the education programme with other interested schools.
- Ensure all relevant health and safety standards are met in relation to your personal safety, the safety of children, carers and families. Conducting and reviewing risk assessments and including them and health and safety in the education programme.

- Adhere to EATS Rosyth's policies and procedures.

We value candidates with a range of skills, experiences, personal qualities, and backgrounds. This list offers some examples of these that are applicable for this post.

- Having Higher Level qualifications (or equivalent) including English and Maths or similar skills or experience.
- Working in similar project role.
- Working in office administration.
- Working with schools.
- Experience of using Microsoft Office packages, Canva and other relevant software.
- Project management.
- Data collection, entry and analysis.
- Formulating reports.
- Organising events.
- Organising meetings and associated papers and taking and circulating minutes • Working on or leading a communications strategy which includes social media.
- A commitment to the aims of this project.
- A range of positive communication skills and ability to maintain positive relationships.
- Organised, focused and flexible.
- Being self-motivated and able to work independently and as part of a team.
- An ability to manage own timescales and duties.
- Commitment to health and safety and equal opportunities/diversity legislation.
- Commitment to PVG registration.

This job description does not represent an exhaustive list of responsibilities and tasks, but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time and reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the organisation's business.

Rosyth Community Projects Limited is an accredited Living Wage & equal opportunities employer and a registered Charity SC048688. All personal information supplied as part of this application process for employment will be held and used in strict accordance with GDPR policies.

Job description prepared: March 2024