

## Job Description

### **Community Gardener 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.

Our mission is to tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

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](#)

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## **1 General**

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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 have community payback orders.
- 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 working through their hours of their community payback order
- 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**

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### **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 to be sold within our walled garden

### **Delivering unpaid work opportunities**

- Liaise with Falkirk Justice Department to identify skills required within unpaid work groups that support the gardens.
- Effective supervision of people completing 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.

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### 3 Person Specification

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<b>Knowledge and Experience</b>	
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
Experience working with volunteers	Desirable
Knowledge and experience of productive vegetable gardening	Desirable
Previous experience of annual garden planning	Desirable
<b>Values and attributes</b>	
Committed to supporting those who face disadvantage or stigma	Essential
Organised, flexible and "can do" attitude	Essential
Committed and enthusiastic, able to bring about change	Essential

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### 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<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 be necessary as per rota
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£25,101 to £27,907 pro rata (scale points 20 to 24). This equates to: <b>£20,352 for a 30 hour week</b> at SCP20. <b>£10,176 for a 15 hour week</b> 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%)

Disclosure:

PVG Scheme membership is required

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## **5 Application deadline and Interview dates**

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Closing date: Monday 29<sup>th</sup> April 2024

Interview date: Tuesday 7<sup>th</sup> May 2024

Second stage: TBC

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](http://www.cyrenians.scot)