

Edible Estates CIC

## JOB DESCRIPTION

# Learning & Wellbeing Programme Construction Workshop Leader

**RESPONSIBLE TO:** Project Manager

**TERMS OF EMPLOYMENT:** **35 hours/week**, full/time or part/time job share.  
Fixed term contract from 1st of August 2024 until the 31st July 2025, with continuation depending upon the availability of funding.

**SALARY:** **£28,470-£31,070** pro-rata, depending on skills and experience.  
With annual increments.

### **PURPOSE OF JOB**

The Construction Workshop Leaders deliver volunteer workshops within our Learning & Wellbeing Programme, which play an important role in the construction of the community gardens and other green infrastructure which Edible Estates deliver in Council estates across Edinburgh.

The successful candidate will have experience and skills in joinery and general construction coupled with the ability to lead small groups (up to five participants) of inexperienced volunteers (ranging from high school pupils to the over 50's), in construction activities. In particular, experience of first fix joinery, roofing and timber cladding, simple foundations and other general construction activities is important. Experience in landscaping and/or horticulture would be advantageous but not essential.

Construction Workshop Leaders have responsibility for the planning, preparation and delivery of workshops to build bespoke timber stud construction sheds and other garden infrastructure in community gardens across Edinburgh. The workshops would also support the development of participants' soft skills.

Some of the workshops will be delivered to groups of adult volunteers under our Lend A Hand project, some to high school aged pupils under our Growing Youth - High Schools project, or to young adults (16-24) through the Growing Youth - Young Adults project. The overarching aim of these projects is to provide learners and volunteers with practical experiences which will improve their life chances and support them on to positive destinations, such as employment, further volunteering, training and education. The workshops should be safe, enjoyable, paced to the needs of the participants and result in good quality construction, as well as a positive experience for volunteers.

## **EDIBLE ESTATES**

Edible Estates is a community interest company set up in 2017 to instigate and deliver community greenspace projects across Edinburgh and the Lothians. Since 2021, we have been contracted to Edinburgh Council to deliver upon its Community Gardening Framework, supporting community gardening in the city's council estates. We have been responsible for the construction of over twenty community gardens across the city.

[www.edibleestates.scot](http://www.edibleestates.scot)

## **LEARNING & WELLBEING PROGRAMME**

Edible Estates' Learning & Wellbeing Programme seeks to use the construction of our community gardens as an opportunity to provide learning and wellbeing activities for folk of all ages, including high school pupils, young adults and the over fifties.

### **Growing Youth**

Growing Youth provides high school pupils with positive outdoor learning opportunities in, construction, horticulture and landscaping at Edible Estates' community gardens across the city. We aim to engage pupils by providing them with meaningful activities, varying and interesting opportunities that support them in the development of skills and confidence.

Past projects have included the construction of timber sheds, vegetable beds and poly tunnels, as well as seed sowing, veg growing and learning about horticulture. During the sessions, the Growing Youth Leaders carefully go through each step of the task with the pupils, breaking down complex jobs into accessible small tasks that pupils can complete.

We work with Edinburgh Council's Additional Support for Learning Service who refer high school pupils to us. Those pupils often have complex needs which require support that differs from that of their peers. Typically, Growing Youth sessions run for 2 hours with a maximum number of five participants. Pupils are accompanied by a pupil support assistant during sessions.

### **Lend A Hand**

Lend A Hand is for people who are over 50 and economically inactive and up for taking on a new challenge within a small group setting. Some participants are experienced in construction and are able to share that experience with others. Lend A Hand has been involved in a number of different shed builds at sites across Edinburgh. Primarily, Lend A Hand aims to reduce structural barriers to employment and skills provision, improve participants' physical and mental health and reduce social isolation by connecting with others in the community.

## **MAJOR TASKS/ACTIVITIES**

### **The Workshops**

- Effectively manage the workshops to ensure that participants are engaged in the project and that the projects are completed to a high standard according to the plans provided.
- Deliver person-centred, differentiated sessions to meet the needs of participants and learners in both Lend and Hand and Growing Youth workshops
- Ensure a collaborative and active learning environment is created that utilises the strengths of participants and learners
- Ensure that participants and students' skills for learning, skills for life and skills for work (skills include literacy, numeracy, thinking skills, working with others, leadership, employability etc.) are developed throughout sessions. The Learning and Wellbeing Officer will be available to support as required.
- Ensure that projects are completed in a timely manner.
- Ensure that participants are learning new skills and/or developing their skills set in the areas of construction, landscaping
- Ensure that workshops are run in a safe way that doesn't place participants or members of the public at undue risk
- In collaboration with the Project Manager, ensure that the workshops are adequately resourced in terms of tools, materials and facilities.
- Ensure a high quality of work to the satisfaction of Edible Estates and clients.

### **Risk Assessment, Health & Safety**

- In collaboration with the Project Manager, prepare risk benefit assessments (RBA) of all aspects of the workshops.
- Implement sensible and proportionate Health & Safety precautions to ensure safety of participants.
- Raise awareness and teach methodologies in risk assessment and health & safety during all workshops.
- Ensure all tools and equipment are kept in a safe running order, and if equipment is broken to ensure it is not used and replacements are ordered through the Project Manager.
- Keep a record of each participant indicating what tools and equipment they have been trained to use, and which they are allowed to use.
- Record any accidents, report to the Project Manager, and make changes to RBA and delivery of workshops to avoid further accidents.

## **Monitoring and Reporting**

- To monitor and record participation and progress in the projects. By taking photographs or videos of participants in action and alongside work completed.
- To complete basic session reports, to include numbers of participants, work completed, skills developed by participants and any safety infringements or risks. Liaise with Development Officer on participant feedback, progress and skills development and adapt sessions appropriately.
- Report to clients as required.

## **Team Working**

- Collaborate with the Edible Estates staff to deliver project goals.
- Attend team meetings as required to report, discuss and develop the project.
- Collate and report workshop participation info, and monthly reports to the Project Manager.

## **OTHER**

- To operate within an Equal Opportunities Policy.
- To carry out other reasonable duties deemed necessary by the Projects Manager.
- Evening and weekend duties as required.

## **Locations**

Workshops could happen at a variety of locations across Edinburgh.

## **Hours**

Typically, a workshop leader would deliver two workshops back to back at one location in a day (between two and four hours long, depending on the group). Workshops would be delivered on weekdays. Occasional weekend working may be required by mutual arrangement.

## **DECISIONS MADE**

The post holder will require to make frequent decisions on operational matters, decisions of a strategic nature are taken by the Project Manager and Founding Director of Edible Estates CIC.

## **SUPERVISION RECIEVED**

Regular employee supervision and support sessions will be available with the Project Manager.

## **EDUCATIONAL & VOCATIONAL QUALIFICATIONS & EXPERIENCE REQUIRED**

### **Essential:**

Experience of leading volunteers in either gardening/landscaping or joinery workshops.

Joinery and general construction knowledge and experience including,

- Stud-wall framing
- Roofing and cladding
- Groundworks
- Concreting

Current driving license

### **Desirable:**

Extensive joinery and general construction experience and qualifications

Experience of working with young people

Experience of gardening and horticulture

Up-to-date First Aid Training

Member of the PVG scheme

May 2024.