**Job Description - Blackhill’s Growing Coordinator**

Job title:              SPYF Blackhill’s Growing Coordinator

Hours:       Full time (35 hours/week) inc. evenings and weekends. We are open to flexible working requests.

Location:             St Paul’s Youth Forum, 30 Langdale Street, Blackhill, Glasgow, G33 1DL, plus other locations across North East Glasgow

Reports to:          SPYF Community Projects Manager

Salary:                £29,249 per annum

Contract: Fixed term until the end of March 2026 with extension subject to further funding

Closing date: Wednesday 10th July 2024 at 11.59pm.

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| **About the organisation** |

St Paul’s Youth Forum (SPYF) aims to alleviate the worst effects of poverty in the Blackhill/Provanmill area of Glasgow through our programmes focusing on Eating, Education, Exercise and Empowerment. We passionately support communities to flourish.

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| **Purpose of the role** |

This is an incredibly exciting opportunity to lead our community food and growing work at SPYF. Through our Blackhill’s Growing project, we are improving mental and physical health in our community. We bring people together and reduce isolation through creating and maintaining vital local greenspaces. We’re improving the local availability of fresh fruit and veg and providing dignified access to emergency food provision in our community. Above all, we’re supporting local people to improve their lives.

This varied role involves managing our growing spaces including our new community farm, working alongside our committed volunteers, establishing and developing partnerships with local schools, updating and responding to social media posts, carrying out project monitoring and evaluation, managing our Social Enterprise Development Officer and coordinating our community larder and veg barra.

A crucial part of this role will be to work with colleagues across the wider St Paul’s Youth Forum team to maximise the ways we can help fulfil local need by adding value to other projects and activities which we run. This post will entail some evening and weekend working.

For an informal chat about the role, please contact [mel@spyf.org.uk](mailto:mel@spyf.org.uk).

To apply, please email a completed application form to [mel@spyf.org.uk](mailto:mel@spyf.org.uk)

The closing date for applications is Wednesday 10th July 2024 at 11.59pm and interviews are due to be held on Tuesday 23rd July in Glasgow.

Key Responsibilities

**General**

* Coordinate SPYF’s growing spaces including community farm, orchard, chickens, bees, polytunnels and raised beds
* Plan and deliver weekly volunteer growing sessions, weekly school workshops, and one-off workshops at Blackhill’s Growing garden and Blackhill Community Farm targeting local people, including children and young people
* Assist with the development of new growing spaces
* Coordinate the SPYF Community Larder and Veg Barra on a day-to-day basis, with support from line manager
* Work in partnership with other SPYF staff to integrate food/growing projects with other SPYF activities e.g. delivering SPYF holiday clubs where appropriate

**Community and Partnership**

* Collaborate with local partners, local/national networks and other stakeholders where relevant to maximise the benefits and opportunities available to our community and to foster long-term partnerships which will benefit the organisation e.g. GCFN FCA project partnership
* Run an educational outreach programme with local partners, focusing on supporting partners to develop their own growing spaces and increasing their capacity and confidence for growing
* Work with local people to identify and meet community needs and to ensure that activities are responsive to those needs
* Contribute to organisation-wide events as requested by line manager

**Financial**

* Complete and report on funding applications as requested by line manager
* Manage project budgets and adhere to SPYF financial procedures for spending money including filing of receipts
* Carry out bookkeeping duties as requested by line manager

**Staff Management, Policies and Procedures**

* Manage SPYF’s Social Enterprise Development Officer (currently funded until Dec 2024) and sessional staff as required
* Implement SPYF Board policies, operational procedures, strategies and objectives as directed by line manager
* Help recruit and train volunteers to assist with upkeep of SPYF growing spaces and other activities where appropriate
* Contribute to regular project reports for the Board

**Marketing and Administration**

* Publicise all projects outlined above, including via social media
* Maintain records, monitor and evaluate activities in line with organisational and funders’ requirements

**Key Results and Outcomes in 2024-25**

* 70 community garden sessions will be run
* 45 local households will be supported by our weekly free Fareshare Community Larder
* 70 local households will use our weekly local vegetable barra to purchase affordable fresh fruit and vegetables
* 500 young people will attend cooking and growing workshops run in local primary schools, Enhanced Nurture Provision units, local nurseries and at St Paul's Youth Forum
* 45 people will be supported to volunteer to help the project through twice weekly volunteer sessions maintaining and developing community growing and greenspace
* 4.5 acres of vacant land will be transformed through community action into a productive market garden and public greenspace
* 2 annual community engagement programmes for 500 local people will be planned and delivered

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| Attributes | Essential (E) or Desirable (D) |
| Qualifications   * Horticultural qualification (e.g. City and Guilds, RBGE Certificate in Practical Horticulture, RHS Level 2, etc.) or significant relevant experience * Qualification in community development or related studies * First Aid Training * REHIS Food Hygiene training * Safeguarding training | E  D  D  D  D |
| Work experience   * Significant experience of working in community engagement and/or community growing projects * Experience of working with communities (including young people) experiencing the effects of multiple deprivation, and a clear understanding of the issues which local people may face * Experience of working in field-scale horticulture e.g. working on a market garden | E  E  D |
| Management experience   * Experience of line managing one or more staff members * Experience of managing volunteers | D  E |
| Project development and planning   * Experience of managing budgets up to £100k * Experience of applying for funding and reporting to funders * Experience of establishing partnerships and carrying out partnership working * Experience of producing and implementing business plans | E  E  E  D |
| Skills, Qualities and Behaviours   * Leadership: Proven ability to motivate and lead a small team to achieve results * Communication: Confident and clear verbal and written communication * Relationship management: Ability to work collaboratively and develop and maintain working relationships * Persuasion: Articulates views and present them in a way that gains support and commitment * Decision Making: Ability to assess information and make and communicate sound pragmatic decisions * Ethos and Values: Commitment to the organisation’s ethos and understanding; empathy with the needs of vulnerable individuals * Flexibility: Ability to work with the needs of the organisation and its clients as required | E  E  E  E  E  E  E |

Person Specification