

Job description

Manager - Green Skills Centre (West Lothian)

Full time (37 hours per week)

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand 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. That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our mission: 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.

Compassion | Respect | Integrity | Innovation

1 General

Cyrenians has an ambitious plan to develop its services that support people to gain the confidence, skills, qualifications and experience to lead a healthy working life. We deliver a range of services focused on those who face barriers to employment, training and further education. We also recognise that access to greenspace and opportunities to connect with others is essential for wellbeing

Our newly named Green Skills Centre, based at Cyrenians' Farm in West Lothian, is at an exciting stage in its development. It transitioned from an enterprise into a service at the end of last year which has provided many opportunities to open access to the site to those who need our support most. There have also been recent improvements to the facilities at the Green Skills Centre which will allow us to offer more varied activities to groups in a setting well-suited to support and development.

At the Centre we offer group training and development work to young people and other groups at risk of experiencing homelessness. We deliver trauma informed and person-centred outdoor learning and wellbeing opportunities. These foster a range of soft life-skills and opportunities for personal growth alongside the more practical and vocational learning outcomes – we want people to leave with enhanced learning and employability options ahead of them, to feel better skilled and resourced and able to make progressive choices themselves.

2 The role

We are looking for an enthusiastic and inspiring Manager to lead the Green Skills Centre into this next phase of its journey. Our ambition is a thriving, therapeutic green space that allows those in need to benefit from learning opportunities and skills development in a safe space that connects them to nature and to people.

This role will lead on the Green Skills Centre management and development, with responsibility for all delivery and the site itself, as well as responsibility for ensuring it is managed in line with the organisations vision and strategic aims. It will be based at Cyrenians' Farm in West Lothian, but may include work with other Cyrenians' services and with external organisations so includes a small amount of travel within East Central Scotland.

Cyrenians requires all staff to be flexible in their approach and to display care, respect and a non-judgmental approach, being prepared to work tenaciously and imaginatively towards successful outcomes.

3 Tasks and Responsibilities

Manage people and resources to deliver on operational plans that contribute to Cyrenians' vision and strategic plan:

- Lead on the delivery of the Green Skills Centre's annual Service Plan in line with the organisation's three-year rolling plan and strategic aims
- Through effective leadership, promote Cyrenians' vision and values
- Lead on the vision for the Green Skills Centre and support the team to review and develop the initiatives that are on offer
- Support the team to deliver a range of green skills, wellbeing and outdoor education programmes as well as run a productive organic market garden
- Manage staff, volunteers and contractors, providing line management to the team, including learning and development opportunities for all Green Skills Centre staff/volunteers, acknowledging diverse backgrounds, skills & abilities
- Support the Green Skills Centre team to develop and maintain relations with the on-site Farm Community, creating opportunities for the farm residents to engage and learn at the Green Skills Centre

Manage the site including any developments to the facilities:

- Lead on land management, including identifying opportunities for learning related to maintaining and developing the site
- Manage the upkeep of equipment, space and supplies to meet health and safety standards
- Manage the condition of the Green Skills Centre buildings, determining the need for repairs or renovations – both planned and reactive - including working with colleagues on funding applications related to refurbishments

Manage external relationships

- Working closely with Cyrenians colleagues, lead and contribute to the establishment of strong working relationships and partnerships.
- Build relationships with those who use the site including volunteers and contractors, acknowledging diverse backgrounds, skills and abilities.
- Seek opportunities to develop and nurture relationships with current and new funders and stakeholders who will benefit the Green Skills Centre, the people we support and the wider Cyrenians organisation.
- Work with the Senior Manager and Relationships team to deliver a robust marketing and communications strategy and fundraising strategy identify and secure appropriate funding and fundraising opportunities for the service

Monitor, report and evidence achievement

- Ensure all Cyrenians' and funders' monitoring and reporting systems are maintained and funder outcomes/reporting deadlines are met.
- Participate in learning/training associated with monitoring and evaluation

Health and Safety, Risk Management and operational compliance

- Work with the team to identify and manage Health and Safety procedures
- Monitor and ensure supply of PPE is available
- Manage the service risk register and ensure this is regularly reviewed
- Maintain all administration records including HR, GDPR and Health & Safety Legislation, adhering to principles of best practice to ensure regulatory and legal compliance, and adherence to Cyrenians' policies/procedures

Other

- Participate in service team/planning meetings and reviews.
- Maintain individual work plan which is consistent with overall service plan.
- Participate in annual performance review and regular supervision sessions.
- Undertake training which is appropriate to the project's needs.
- Undertake other tasks as required by the Senior Service Manager.
- Co-produce staff objectives and carry out annual performance appraisals.
- Participate in, and contribute to, Cyrenians management team meetings.
- Ensure that organisational policy and procedure is followed in relation to Human Resources.

4 Person Specification

Knowledge & experience	
Sustainable food production	Essential
Experience of managing, supporting and developing a team	Essential
Financial management and managing a budget	Essential
Project management, including multiple projects at one time, maintaining administrative systems and working within policies	Essential
Experience of partnership working and stakeholder management	Essential
Demonstrable understanding of the challenges faced by the people we support such as: mental health, poverty, criminal justice etc.	Desirable
Experience of therapeutic green space activity delivery/community gardening growing/rural skills and/or outdoor education	Desirable
Marketing, managing project funding and applying for funding	Desirable
Skills & Attributes	
Demonstrates commitment to Cyrenians values, patient/respectful of all people, whatever their background or presenting behaviour	Essential
Strong, motivational and encouraging team leader	Essential
Excellent interpersonal, written, organisational and digital skills	Essential
Ability to use own initiative, plan and prioritise workloads to meet deadlines and cope under pressure	Essential
Committed to quality assurance, service excellence and continuous improvement	Essential

5 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Service Manager – Skills and Development
<u>Liaison with:</u>	Cyrenians’ Skills and Development Team and external referrers
<u>Workplace:</u>	Cyrenians’ Farm, EH27 8DS with travel across Edinburgh
<u>Working Hours:</u>	Full time - 37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£34,930 to £39,806 per annum (scale points 31 – 36).
<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%)
<u>Disclosure:</u>	PVG scheme membership is required

5 Application deadline and Interview dates

<u>Closing date:</u>	Closing date is 12 noon on Monday 29 July 2024
<u>Interview date:</u>	First interviews will be held on Thursday 8 August at Cyrenians’ Farm, Kirknewton, EH27 8DS
<u>Stage 2 date:</u>	To be confirmed

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