

# Job Description - Growing and Nature Projects Coordinator



<b>Responsible to</b>	Community Engagement Team Manager
<b>Salary</b>	£30,552 per annum, pro rata + 6% contribution to pension scheme
<b>Hours of work</b>	0.8 full time (28 hours per week)*
<b>Place of work</b>	Greener Kirkcaldy community garden, office, community locations or hybrid with homeworking
<b>Contract</b>	Permanent
<b>Holiday</b>	33 days, inclusive of public holidays per annum pro rata, going up to 37 days after 5 years' service
<b>Requirements</b>	The post-holder will be subject to a Disclosure Scotland check

*\* Including some evening and Saturday work. Greener Kirkcaldy has a flexible working policy. We would consider requests to work fewer hours, or to job-share.*

## About Greener Kirkcaldy

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people through fuel poverty and food insecurity.

Based in the heart of Kirkcaldy – with a community building, training kitchen, bike shop and garden – we carry out activities across Kirkcaldy and work with partners to deliver projects across Fife.

We want our town to be a good place to live and work. We believe in a future where everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well. That includes our staff and volunteers.

Working at Greener Kirkcaldy involves being part of a positive, collaborative and social team. Our culture is really important to us. We promote equality, diversity and

openness. We have a strong focus on staff wellbeing and development and encourage staff initiative and ideas.

We support all our staff with flexible and hybrid working, generous holidays, enhanced maternity, paternity and sick pay, lots of wellbeing, training and development opportunities (and social events!)

We want Greener Kirkcaldy to be an inclusive and diverse charity where everyone feels supported, valued and able to be themselves. We take part in Fife Centre for Equalities' Equality Pathfinders programme. We also take part in the Race Equality Environmental Programme facilitated by CEMVO Scotland. Our [Equalities Action Plan](#) sets out the steps we are taking to improve diversity and inclusion.

To achieve our vision of Kirkcaldy as a greener and fairer place to live, we need a diverse team. We encourage applications from people of any background. We know that in our sector we particularly lack staff and volunteers with Minority Ethnic backgrounds and disabled people. If you identify as Minority Ethnic and/or disabled, we are particularly interested in receiving your application.

Please contact Office Manager, Dianne Girvan, on [dianne@greenerkirkcaldy.org.uk](mailto:dianne@greenerkirkcaldy.org.uk) to discuss any additional support you may need to complete your application or take part in the recruitment process.

## **Job purpose – Growing and Nature Projects Coordinator**

Greener Kirkcaldy has had growing and connection with nature as central to its work since its beginning. Our community training garden at Ravensraig Walled Garden is a vibrant space, offering courses, training and volunteer opportunities in gardening and growing. It also includes a community orchard with over 100 fruit trees and a 'wild area' set aside for nature.

As lead partner of Climate Action Fife, we work with others to help people to garden in climate friendly ways, plant fruit trees and recently developed our community building garden in Kirkcaldy town centre as a demo climate friendly garden. We are always looking for new opportunities to help local people connect with nature on their doorstep.

Working as part of the Community Engagement team, you will take a lead role in engaging people in growing, nature and the outdoor environment. You will support a small team of volunteers to develop and maintain our community garden and coordinate day-to-day garden operations. You will develop and deliver community events and training, carry out monitoring, evaluation and reporting and manage budgets and resources. You will also play an exciting key role in supporting development of new community projects and income generating activities.

## **Specific responsibilities**

- Lead and develop Greener Kirkcaldy's growing, nature and outdoor engagement projects
- Coordinate day-to-day operations in Greener Kirkcaldy's community garden
- Deliver a programme of volunteer sessions, community events and training workshops, including grant funded and income generating activities
- Manage a team of volunteers and support their development, skills and confidence
- Support development of new projects, funding applications and income generating activities
- Manage delegated budgets, resources and equipment
- Help set targets and outcomes and monitor, evaluate and report on progress
- Ensure project activities and outcomes are delivered on time and that all budget and reporting requirements are met
- Support development of systems and procedures
- Work with the Volunteer Coordinator to recruit and induct volunteers
- Work with the Communications Team to promote activities.

## **General responsibilities**

- Work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues
- Promote the values of Greener Kirkcaldy when working in the local community
- Comply fully with the organisation ethos, policies and procedures and relevant legislation
- Attend and contribute to team meetings and training courses
- Undertake other duties in line with the job purpose

## Person Specification – Growing and Nature Projects Coordinator

<b>Qualifications, skills and experience</b>
Excellent communication skills
Ability to lead, engage and empower people with different skillsets and backgrounds
Ability to develop new and engaging activities and projects
Good literacy, numeracy and IT skills
Organised, able to work under pressure and plan a diverse workload
Experience of working in a gardening or nature engagement role
Experience of working with volunteers
<b>Knowledge</b>
Knowledge of a range of growing techniques and methods
Knowledge of nature and biodiversity
<b>Personal qualities</b>
A positive, enthusiastic and supportive attitude
Passionate about sharing knowledge of growing and nature
Proactive, self-motivated and able to use own initiative
Flexible and able to adapt according to the needs of the organisation
A willingness for continued learning and personal development
Enthusiastic about engaging people to tackle the climate emergency, community development and/or supporting people in hardship