

## **JOB VACANCY JANUARY 2018**

### **COMMUNITY GARDENING DEVELOPMENT OFFICER**

#### **Job description, person specification and conditions of service**

##### **ABOUT US:**

Edinburgh & Lothians Greenspace Trust (ELGT) is an independent charity which exists to improve open spaces, and engage communities with those greenspaces. We deliver a wide range of greenspace improvement projects, including the creation and improvement of community gardens, biodiversity, parks, allotments, play areas and sports facilities, paths and cycleways, woodlands and business environments.

We work with communities to get them involved in greenspace projects through environmental education, conservation volunteering, therapeutic and physical activity activities in environmental settings, training and skills development. We work with landowners, local authorities, community groups, young people, schools, other charitable organisations, housing associations and all of our projects are carried out in partnership with other organisations. Our services include the development of project ideas with communities, raising the necessary funding from a wide range of sources, community consultation and engagement, delivering programmes of activities addressing inequalities, project management and evaluation.

The Trust is led by its Trustees - the Board of Directors made up of representatives from local authorities and key stakeholders. The Chief Executive, supported by a committed staff team, is responsible for delivering the Trust's key aims and objectives and the day-to-day management of the organisation including ensuring its continued operation.

To apply for this position, please complete the application form (available for download from <http://www.elgt.org.uk/> or by email/post by contacting Jenni Green on 0131 445 4025 or [recruitment@elgt.org.uk](mailto:recruitment@elgt.org.uk))

The deadline for applications is 5pm on Monday 12 February 2018.

Interviews will be held Wednesday 21 February 2018 at ELGT's office at Swanston.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Community Gardening Development Officer (to 31<sup>st</sup> March 2019), possibility of extension dependent on securing funding.</b>
<b>Location:</b>	Based at ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS; post involves travel across Edinburgh & the Lothians.
<b>Responsible to:</b>	ELGT Projects Programme Manager
<b>Responsible for:</b>	No staff
<b>Hours:</b>	21 hours per week
<b>Salary:</b>	£23,136 (pro rata) + 8% pension contribution + car allowance
<b>Closing date:</b>	Monday 12 February at 5pm. Interview date Wednesday 21 February 2018

---

### OVERALL PURPOSE:

To increase the availability and resilience of therapeutic and community gardening through development support to voluntary agencies and community groups, with the intended outcome of improving the health and wellbeing of people living in deprived communities through participation in this activity.

The post will focus on enabling groups to start their own community gardens, or enable individuals to access community gardening activities. The post will provide support for agencies and groups in Edinburgh, making links between such groups to facilitate networking opportunities and provide signposting, support, training, funding support and information on how groups can start and expand community growing activities.

The post will support those groups and communities within the city who face barriers to equality of access and opportunity. This may include people with existing health issues, those experiencing cultural barriers to positive access to greenspaces or those living in areas of deprivation.

---

### KEY PERFORMANCE INDICATORS:

- Delivery of agreed action plan of project work
- Demonstration of effective community engagement, networking and partnership working
- Demonstrable increase in the number and quality of therapeutic community growing opportunities in Edinburgh

**Key Responsibilities: the postholder will work to deliver the agreed action plan, including the following key tasks and outcomes:**

**Objectives:**

- Sustain & develop the network of existing & emerging community garden organisations and groups across Edinburgh
- Promote equality & diverse participation and provision through community gardening projects
- Provide and develop opportunities within community gardening for building social capital, strengthening community resilience, increasing health & wellbeing
- Support existing community gardening projects, help to build their capacity to work with vulnerable groups
- Promote community gardening as a beneficial activity amongst partner organisations and at local and national forums
- Across Edinburgh develop new community gardening projects which engage with those facing health inequalities
- Align activities with local and national priorities for health & wellbeing

**Outcomes:**

- Volunteers from minority or SIMD backgrounds involved in community gardening
- Participants in community gardening develop new skills and healthier lifestyles
- New volunteers are introduced to community gardening, supporting the sustainability of the projects
- ELGT sustainably establish and support 'flagship' projects
- ELGT online map used as a primary resource across Edinburgh
- New community gardening projects are established to combat health inequalities

---

**Performance**

- Meeting realistic targets and performance indicators with the line manager to deliver on the agreed action plan.
- It is also expected that you will promote by example, a positive, solution-oriented, team-based approach to the work of the Trust.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>Recognised degree/diploma or equivalent in an environmental, horticultural or community development related subject.</li> <li>A similar level of appropriate knowledge gained from significant practical and related work experience.</li> </ul>	<ul style="list-style-type: none"> <li>Other degrees/diplomas if allied to a work background in environmental or community development/health/regeneration.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Successful working with partners, community groups and individuals to engage with local communities in the delivery of greenspace-type projects.</li> <li>Networking and liaison with representatives from public, private and voluntary sectors.</li> <li>Community development and engagement techniques and organising and participating in initiatives that involve communities, schools and other groups in 'hands on' environmental activities and environmental education.</li> <li>Horticultural and/or community gardening experience.</li> <li>Organising and participating at public meetings and events.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the wide range of policies linked to the greenspace and health agendas.</li> <li>Experience and knowledge of health promotion, particularly in relation to environmental context.</li> <li>Experience of project planning and implementation relating to community engagement and networking.</li> <li>Experience of fundraising and making grant applications.</li> <li>Working knowledge of the voluntary sector.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal, verbal and written communication skills.</li> <li>Project planning, organisational and time management skills.</li> <li>Computer literate and experienced with Microsoft Office packages.</li> <li>Experience of using social media and web based applications.</li> <li>Confident and courteous manner.</li> <li>Self-starter with ability to work as part of a team.</li> <li>Approachability and ability to enthuse others.</li> </ul>	
<b>Values and Attitudes</b>	<ul style="list-style-type: none"> <li>Commitment to professional standards and quality.</li> <li>Commitment to the benefits of community gardening and community engagement as a means of improving the quality of life and well-being of communities.</li> <li>Commitment to Equal Opportunities and Health &amp; Safety in the workplace.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Flexibility – some evening and weekend work.</li> <li>Full driving licence and access to own car.</li> <li>PVG checked post.</li> </ul>	

## CONDITIONS OF SERVICE

### 1) FLEXTIME WORKING

- a) **Working week** - 21 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday  
10.00am – 12.00am, 2.00pm – 3.00pm Friday
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the scheme will operate within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period. A maximum of 4 periods of 3.5 hours (14 hours) flexitime leave may be taken in any 4-week period with the agreement of the Chief Executive. Staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

### 2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1<sup>st</sup> April to 31<sup>st</sup> March (pro-rata for part-time employees)
- Plus 6 public holidays
- Plus 3 days to cover period between Christmas and New Year when office is closed
- Plus an additional ½ day per complete year of service up to a maximum 37 days (excluding public holiday days and Christmas/New Year break)

### 3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date with a 3-month postponement period. Full information, including opt-out rights, will be provided on starting with the Trust.

### 4) CAR MILEAGE ALLOWANCE

As an essential car user an allowance of £40 per month will be applicable in addition to 15p per mile for use of own car. A work place van is available for use.