

## Job Description



### Job Title: Sessional Gardener

**Employer:** North Glasgow Community Food Initiative

**Hourly rate:** £14 per hour for contact time.

**Hours:** As required. Need to be flexible with working hours as some of the work is seasonal. Early evening and weekend working may be required.

**Responsible to:** NGCFI Project Workers

**Work Base:** Milton Community Garden and / or within our growing spaces in Royston and Hamiltonhill

**Deadline:** Please email a CV and a letter of motivation, detailing how you meet each of the essential criteria below. This is used to select for interview. Email to [admin@ngcfi.org.uk](mailto:admin@ngcfi.org.uk) by **noon on Monday 6<sup>th</sup> February 2017**.

### Job Purpose:

You will be skilled in local food growing/ gardening/ agriculture and able to assist in the planning and delivery of gardening activities. Within a context of a communities living with significant socio-economic deprivation you will be able to enthuse and actively engage local residents in growing fruit and vegetables and learn about the food cycle, to improve physical activity, health and wellbeing. Our communities include citizens who are refugees or asylum seekers, those with addictions, mental health or higher support needs. Flexible working to suit the needs of the participants and NGCFI is required.

**Milton Community Garden:** There are 14 hours per week of sessional work available in Milton until the end of March 2017, which will require working with volunteers to do food growing, gardening and related tasks, as well as supporting the Community Engagement Officer to run a Grow Your Own course. The work is usually during the opening hours of Milton Community Garden (Tuesdays, Wednesdays, Thursdays 10am – 3.30pm) but may occasionally be evenings or weekends. You will play an important role in helping us achieve CCF targets of food grown over the year.

**Royston and other growing spaces:** We are also looking for sessional gardeners to run gardening sessions in Royston and Hamiltonhill (Possilpark), which can vary between 3-6 hours each per week. This will also involve closely working with volunteers and in Royston, school pupils to engage them in food growing and gardening activities. There is also related partnership working with a local housing association and schools.

**Duties of sessional gardeners include (to be finalised with a responsible staff member, depending on area of involvement):**

**1) Support the planning and development of the garden/ allotment/ growing spaces:**

- To engage volunteers and participants of all ages in developing their skills and experience relating to the local environment, the food cycle, food production, food waste, healthy eating and living; and encouraging enjoyable physical activity of growing-your-own fruit and vegetables at our growing sites, in local communities and/or schools.
- To plan and carry out gardening tasks as required, to grow food organically and keep the growing spaces and / or garden maintained to a high standard. If required to open and securely close gardens.
- To have good working relationships with our partners, including school teachers accompanying pupils.

**2) Practice community-led and person-centred methodologies where possible:**

- To take account of volunteers and participants in planning and delivery.
- To foster the development of leadership roles for volunteers and participants in pursuit of the gardening projects aims, and encourage participation in decision making and the respective Food Hub Group.

**3) Resourcing materials & timesheets:**

- Keep receipts for all expenditure and submit them to the named staff member who will reimburse them, usually paid by BACS.
- Keep a track of the budget for each session.
- Complete monthly time sheets for work undertaken and submit them to the named staff member, then to Finance Officer by 14<sup>th</sup> of the month.

**4) Monitoring and evaluation:**

- Support the monitoring and evaluation of garden activities to meet funders' targets and enable NGCFI to gauge the impact of the work on the lives of participants of all ages. The kinds of monitoring and evaluation depends on the Food Hub involved, as agreed with the line manager.

**5) Health and safety, risk assessment and child protection:**

- Comply with health and safety policies and NGCFI's policies and procedures, including Child Protection Policy and Protection of Vulnerable Adults, ensuring all relevant volunteers have been PVG checked. Comply with Health and Safety Legislation and other relevant NGCFI policies and procedures.
- To be health and safety aware and support/ undertake risk assessments as required, adhering to same, to minimise risk in all areas of your work.

**6) Team working:**

- To work co-operatively with other members of NGCFI's team to deliver agreed objectives. Attend and participate in meetings, including staff meetings, support and supervision, Food Hub Group meetings, appraisal and training as required. To account for work undertaken and provide briefings to line manager as required. To ensure confidentiality on all appropriate matters consistent with our policies.

**7) To undertake other duties** appropriate to the post in support of the North Glasgow Community Food Initiative's aims.

This post requires a PVG check.

This Job Description is not contractual and may be subject to review from time to time.

## **Person specification**

### **Essential Criteria**

#### **Qualification/ Training**

- Horticulture related qualification and/or minimum of 1 year horticultural experience
- Experience of planning horticultural activities.

#### **Personal Attributes**

- Self-motivated, well organised with good time management skills
- Ability to build a rapport with and enthuse adults and young people, including good verbal communication skills
- An interest in and desire to work towards the aims of NGCFI

#### **Work/life Experience**

- Experience of working with and delivering activities with adult volunteers
- Experience of working with young people and youth groups, including those with challenging behaviour
- Experience of working volunteers or participants from a low-income community including asylum seekers

#### **Skills**

- Protection of Vulnerable Adults / Child Protection experience and knowledge
- Ability to keep records and account for work undertaken, including time sheets, and to take part in monitoring and evaluation activities
- Good IT competences and able to use of Microsoft Office and email

**Other**

- Willingness to undergo a Disclosure check with CRBS and Child protection training if required
- Able to work flexible hours if required

**Desirable Criteria**

- An interest in healthy diet and living
- Knowledge and/or experience of person centred learning and partnership working
- Experience of supporting people with learning difficulties or mental health support needs
- Clean drivers license (up to 3 points) and willing to drive a van
- Emergency First Aid certificate

*Please copy and paste the essential criteria above into your letter of motivation.*