

Recruitment

NGCFI wants to recruit a dynamic, well experienced **Community Gardener** on a sessional basis for our Springburn gardening sessions. **Application form is below**, after 'Person Specification'.

Deadline for applications: 12 noon Thursday 1st

June 2017. **Interview:** w/b Monday 5th June.

Email application forms to admin@ngcfi.org.uk , with Springburn Application in subject line.



Job Description

Job Title:

Community Gardener Sessional (Springburn)

Employer: North Glasgow Community Food Initiative

Salary/Hours: £14.00 per hour contact time, £10.00 per hour preparation time. Average 6 hours per week growing season, average 4 hours during winter. Primary working day is a Monday, including public holidays. Hours will be worked to suit the needs of NGCFI and community. Payment made in lieu of holiday hours due.

Funded The Co-operative and Glasgow City Council NE CPP.

Responsible to: Springburn Food Hub Co-ordinator

Job Purpose

The Community Gardener (sessional) will plan and deliver adult volunteer gardening activities and occasional visits by school children in the Springburn Allotments, in line with funders' requirements. They will plan with volunteers and service users. To train and closely work with lead volunteers to take on more responsibilities in supporting those who are less experienced to grow fresh produce.

Job Description

The main duties are

- 1. To plan and co-ordinate activities with volunteers at Springburn allotment plots, ensuring funder outcomes are met.**
 - To deliver one weekly gardening sessions (average 5 hours growing season, 3 hours winter on Mondays) with adult volunteers and service users. To use an empowering, developmental approach.
 - To plan growing activities in the garden for the entire growing season, promoting organic gardening methods and maintaining a bio-diverse garden (including pond).
 - To manage the allotment sites, to keep them clean, presentable, well maintained and take responsibility for the security and equipment in the allotment plots as well as main entrance.
 - Support Food Hub / social events within the garden.

2. Education and Training

- To deliver gardening workshops and educational activities as required, e.g. Grow Your Own workshops
- Respond to the individual support and training needs of volunteers from diverse backgrounds and with different support needs.
- To welcome school children visiting the garden and deliver appropriate activities for them in liaison with school staff. To support gardening activities within schools (depending on funding).
- To take an empowering, community-led approach; supporting local volunteers to take leadership and community ownership of the garden, including decision making.
- Work closely with the Volunteer Co-ordinator. To lead on support of volunteers / service users when placed. Support volunteer involvement in whole NGCFI events.

4. 3. Health and Safety / Administrative responsibilities:

- Resource materials, manage budget, keep receipts for all expenditure and submit them according to NGCFI financial procedures.
- Undertake risk assessments of all activities and to be responsible for the safety and wellbeing of participants. Respond to and manage problems and incidents as and when they arise.
- Undertake Monitoring & Evaluation for NGCFI and funders. Keep a log of work done and feedback from service users. To account for work undertaken and to provide Springburn Food Hub Co-ordinator or Project Manager with progress reports as required.

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

Including:

- Working within current Health and Safety at work legislation and adhere to all NGCFI policies and procedures (eg. Child Protection, Vulnerable Adults, Equality & Diversity)
- Assist / co-operate with funding applications, new procedures or equipment and future developments

- To work co-operatively with other members of NGCFI's team to deliver agreed objectives, attend meetings as required.
- Participating in supervision, training as required.

The successful candidate will be required to undergo a PVG check.

These duties should not be regarded as exhaustive and will be subject to review from time to time. The post-holder may be required to undertake other duties, as required.

This Job Description is not contractual and will not form part of your Employment Contract.

Person specification: Community Gardener (Sessional, Springburn)

Essential Criteria

- Understanding and commitment to the values and aims of NGCFI.

Technical requirements

- Passionate about food growing with excellent related experience. Ability to plan, design and deliver gardening sessions and workshops.
- Ability to cope with a physically demanding job and be hands on
- Ability to promote NGCFI's activities in the local community and to work in partnership with schools and community organisations

Communication/other

- Ability to work with potentially vulnerable adults, and children.
- Good communication and listening skills. Able to create and maintain positive working relationships. A good sense of humour. Can manage strong personalities.
- Ability to support volunteers, including from a low income and diverse community.
- Confident in using an empowering, developmental approach which engages service users.
- Self-motivated, very well organised and good time management skills.
- Competence in monitoring your work and able to produce reports for line manager. Able to do own administration. Able to use Microsoft Word
- Understanding of child protection and protection of vulnerable adults, and willingness to undergo a PVG / disclosure check
- Able to work flexible hours including

Desirable Criteria

- Horticultural HND or related qualification
- UK eligible Drivers licence (up to 3 points), access to a car and willing to drive company van or other vehicles as required.
- Experience of supporting people with learning difficulties, mental health and/or addictions issues

- First Aid Certificate and health & safety training
- Understanding of community development and / or community health issues
- Ability to update websites and Facebook



North Glasgow Community Food Initiative
JOB APPLICATION FORM
plied For: **Community Gardener Sessional, Springburn**

Return this form together with the Equal Opportunities Monitoring form by stated deadline - email to: admin@ngcfi.org.uk or by post to The Chairperson, North Glasgow Community Food Initiative, Flemington House - F3; 110 Flemington Street, Springburn, Glasgow G21 4BF www.ngcfi.org.uk

NOTE: Please use black ink and BLOCK CAPITAL LETTERS or typescript. All applicants should complete this form, as CV's will not be accepted.

SECTION A : Your personal details
for interview stage

First two pages are not seen at selection

Title:	First Name:	Initial:
Surname or Last Name:		Gender: Male / Female
Any previous names by which you have been known:		
Home Address:		
Postcode:		
How long have you lived at the above address?		
If less than 12 months, please give your previous address (including postcode):		
How long did you live there?		
Telephone Home:	If appropriate Business:	
Mobile : be interviewed)	(required to notify candidates to	
Email: candidates to be interviewed)	(required to notify	
Eligibility to work in the UK. Do you have a legal right to work in the UK? YES / NO National Insurance No: If you are selected for interview you will be asked to provide evidence that you have the legal right to work in the UK, at the interview.		
Positive About Disabled People. Do you consider yourself to have a disability? YES / NO This question is asked to ensure that people with disabilities receive the opportunity of an interview if they meet the minimum criteria for the post applied for. Are there any facilities that may assist you at interview?		
Do you hold a full current driving licence: YES / NO. Access to car? YES / NO. Are you able to drive a van? YES / NO		

SECTION B: Vetting Procedures All applicants applying to work in a regulated work with adults or children position are required to complete the following:

Protection of Vulnerable Groups (Scotland) Act 2007
Are you a member of the PVG Scheme? YES / NO Membership Number:

This post will require completion of a **Self Declaration Form** and the appropriate level of **Disclosure Record** (PVG Scheme records, PVG Scheme record updates, standard and enhanced disclosures). A Self Declaration Form will be issued to candidates for interview. Disclosure checks will only be requested for the applicant that we wish to appoint.

The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their conviction as “spent” after a period of years. This means that, in general, no reference need be made to the conviction or any circumstances relating to it.

Because of the nature of the work for which you are applying, however, this post may be exempted from the provision of the Act. You are therefore required not to withhold information about convictions which for other purposes are “spent” under the provision of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be considered only in relation to applications for a position where such an exception is appropriate.

I have read and understood the above **Yes / No**

I have convictions to disclose. **Yes / No** (if “**Yes**” please give details on a separate sheet)

Do you have any police, court proceedings pending against you? **Yes / No**
(if “**Yes**” please give brief details on a separate sheet)

Do you have any disciplinary action pending against you? **Yes / No**

The successful candidate for posts working with vulnerable adults and children will be subject to a criminal convictions check through Disclosure Scotland. References for such posts will include questions about vulnerable person and child protection concerns both from current and past employers.

SECTION C : References - Please give the name and contact details of two suitable referees. At least one should have knowledge of any previous work including work you may have undertaken with protected adults or children.

Name:	Name:
Position:	Position:
Organisation (where applicable)	Organisation (where applicable)
email:	email:
Address (including postcode):	Address (including postcode):
Telephone No: Mobile:	Telephone No: Mobile:
In what capacity do you know this person (friend, colleague, etc)?	In what capacity do you know this person (friend, colleague, etc)?
May we approach this referee if you are shortlisted? Yes / No	May we approach this referee if you are shortlisted? Yes / No

SECTION D: Declaration

I certify that all the information contained throughout this form and in any additional sheets is true and accurate to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice. I understand that this post is subject to the above checks and I consent to these being carried out. *(If emailing this form, a signature will be required at interview stage).*

Signature:

Date:

SECTION E: Your present or most recent employment/voluntary work (If necessary use a separate sheet at end of form)

Name of organisation:	
Address of Organisation:	
Post code:	
Date commenced:	Present Salary:
Date left: or	Notice Required:
Job or Role Title:	
Summary of role, responsibilities and achievements:	
Please give reason for leaving:	

SECTION F: Your previous experience in employment or voluntary work
Please list starting with the **most recent**, (Continue on separate sheet if necessary)

Start date	Finis h date	Name, town & post code of Employer or Organisation	Position Held, Duties, Achievements	Reason for Leaving

SECTION G: Education History, Training and Qualifications

Please give details of your qualifications in vocational or higher education and training (if applicable). Begin with the **most recent** first.

College/ University / School	Dates to & from or award date	Course / Examinations Passed / Qualifications Obtained with grade / Awarding Body
Professional development or Training relevant to the post applied for	Dates to & from or award date	Course / Examinations Passed / Qualifications Obtained with grade / Awarding Body

Membership of professional institute	Current Status	Date Awarded

SECTION H: This post will include working with children and vulnerable adults. Please give details of any previous experience / training you may have of looking after and/or working with protected adults or children. Please also provide examples of personal qualities which you feel equip you to work with protected adults or children.

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Section I: Supporting Statement - Relevant Skills, Experience and Achievements

Referring to the essential / desirable criteria in the Person Specification replicated below state how you meet these criteria, drawing on your achievements, experiences, skills and training both inside and outside employment. Continue on a separate sheet if necessary.

<u>Essential Criteria</u>	<i>How I meet this criteria</i>
Understanding and commitment to the values and aims of NGCFI.	
Passionate about food growing	

with excellent related experience. Ability to plan, design and deliver gardening sessions and workshops.	
Ability to cope with a physically demanding job and be hands on	
Ability to promote NGCFI's activities in the local community and to work in partnership with schools and community organisations	
Ability to work with potentially vulnerable adults, and children.	
Good communication and listening skills. Able to create and maintain positive working relationships. A good sense of humour. Can manage strong personalities.	
Ability to support volunteers, including from a low income and diverse community.	
Confident in using an empowering, developmental approach which engages service users.	
Self-motivated, very well organised and good time management skills.	
Competence in monitoring your work and able to produce reports for line manager. Able to do own administration. Able to use Microsoft Word	
Understanding of child protection and protection of vulnerable adults, and willingness to undergo a PVG / disclosure check	
Able to work flexible hours including	

Desirable Criteria	
Horticultural HND or related qualification	
UK eligible Drivers licence (up to 3 points), access to a car and willing to drive company van or other vehicles as required.	
Experience of supporting people with learning difficulties, mental health and/or addictions issues	
First Aid Certificate and health & safety training	
Understanding of community development and / or community health issues	
Ability to update websites and Facebook	

SECTION I: Supporting Statement cont.
(Initials.....)

or ***Continuation Sheet***

Other points in support of your application:

Note – Complete Equal Opportunities monitoring form on last page below. It will be detached from this form on receipt.

The Data Protection Act 1998

NGCFI will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process, and, if your application is successful, for the purpose of facilitating your employment with NGCFI. Should your application be successful, NGCFI may be required to share some of the information you provide with statutory bodies including the Department of Work and Pensions.

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than six months. You have a right to access the information that NGCFI holds on you.

NGCFI Equal Opportunities Monitoring Form

This information is for our monitoring purposes only and will not be attributed to you directly or used alongside your application.

Section 1: Gender – are you

Female Male
 Other

Section 2: Age – are you

16-19 20-24 25-39 40-59 60 and over

Section 3: Ethnic Group (background or culture) – are you:

White Scottish		Other (South) Asian	
Other White British		Chinese	
		Caribbean	
Other White		African	
Indian		Black Scottish and other Black	
Pakistani		Mixed	
Bangladeshi		Other	

Section 4: Disability – do you consider yourself to have:

No disability or impairment	<input type="checkbox"/>	A sensory impairment	<input type="checkbox"/>	A learning disability	<input type="checkbox"/>
A physical impairment	<input type="checkbox"/>	A mental health condition	<input type="checkbox"/>	Any other disability or impairment	<input type="checkbox"/>

Section 5. Current economic status (please tick one or more)

Employed Unwaged Retired Student

Asylum Seeker Refugee Other In receipt of benefits

Incapacity/DLA

Section 6 Other:

Where do you currently live?

How did you find out about the post? (e.g. web site - which one?)

Thank you.