

St Andrew's Church

Liddesdale Square, Milton

Glasgow, G22 7BT

Tel 0141 772 0229

Office Mobile: 07422 375523

Email: **admin@ngcfi.org.uk**

www.ngcfi.org.uk

Charity No SCO36842

Company Reg No 290958

**Dear Applicant*,***

**Vacancy: Sessional Community Gardener**

Thank you for your interest in this post at North Glasgow Community Food Initiative

You should have received the following papers with web site download: Job Description and Person Specification

Application: Applicants will be required to outline in a cover letter, by referring to the job description and specification, their relevant experience, qualifications and information as to why they believe they are the right person for the post. Applicants will also be required to attach a CV.

* Cover letter format: No more than 1 side of A4 paper.
* Applications should be made via email and marked ‘Sessional Community Gardener Application’ and emailed to **admin@ngcfi.org.uk**
* Deadline: **12pm on Monday 16th August 2023**
* Interviews: **Wednesday 23rd August 2023**

If, due to childcare commitments or similar, you are unable to make the allotted interview time, please let us know as soon as possible. We will do our best to accommodate all reasonable requests. If you have not heard within a few weeks of the closing date you may assume that on this occasion you have not been successful in being invited for interview.

**Equal Opportunities**

As an organisation we are committed to equal opportunities and encourage applications from all sectors of the community. Please call the office if you would like a copy of our equal opportunities policy. We guarantee an interview to anyone who meets the minimum requirements. Please don’t hesitate to contact our office should you require further information.

Best Wishes

Martha Wardrop

Chairperson of the Board of Directors

## 

## Job Title: Sessional Community Gardener

**Employer:** North Glasgow Community Food Initiative’s Board of Directors

## 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.

**Annual Leave:** Statutory Minimum entitlement will be paid in lieu of leave not taken.

**Salary**: £18 per hour

**Responsible to**: Food Hub Manager/ Milton Garden Manager

## 

**Job Purpose:**

To assist in the planning and delivery of the **Community** **Gardening activities.** Within a context of a local population living with significant socio-economic deprivation; to work in partnership to actively engage local residents and their families in growing fruit and vegetables and learn about the food cycle, to improve physical activity, health and wellbeing.

### **Job Description**

**The main duties are:**

1. **Assist in planning and delivery of NGCFI’s Community Gardening activities with and for local residents**

To encourage local peoples’ involvement in decision making and influencing session planning. To foster the development of leadership roles of local people in pursuit of the gardening projects aims.

To help develop the garden as a demonstration site as a staging post to the creation of a larger community market garden. To assist with consultation and planning of same.

To be responsible for safety, opening and locking up on the site as and when required.

1. **Support local residents in learning to grow fruit and vegetables**

Using appropriate methods, encourage the ownership and participation of local residents in developing their skills and experience relating growing-your-own fruit and vegetables in the community garden and where possible the transfer of these skills to new growing sites, schools or individuals gardens.

To share knowledge of the environment, wild life, the food cycle, food production, healthy eating and living.

In producing a seasonal / year work plan, liaise with staff and volunteers/participants from partnership agencies to ensure a co-ordinated approach to developing new opportunities at the Community Gardens.

1. **To help maintain partnerships with local organisations.**
2. **Train and support volunteers related to role.** With support from NGCFI’s volunteer support worker and other staff, encourage local residents to volunteer in the garden.
3. **Resource Materials and equipment.**

If required, assist in producing appropriate learning, education and promotion materials to support activities, within budget. To ensure equipment is accounted for and kept clean.

1. **Risk assessment and safeguarding children**

Help with risk assessment of all activities. To comply with Health and Safety legislation and other relevant laws, policies and procedures. To be responsible for the safety and wellbeing of participants, managing / report incidents as and when they arise.

Comply with NGCFI Safeguarding and Child Protection and Vulnerable Adults policies, ensuring all relevant staff and volunteers have been Disclosure checked; ensure annual training on child protection.

1. **Monitoring and evaluation**

Assist with on-going monitoring and evaluation of our activities.

1. **Team working**. To work co-operatively with other members of NGCFI’s team to deliver agreed objectives. If required attend and participate in garden team meetings, support and supervision, 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 and recognise that any breach of this confidentiality will be treated seriously. To positively represent NGCFI externally.
2. **To undertake other duties** appropriate to the post in support of the North Glasgow Community Food Inititive’s aims.

**Person specification**

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualification** |  |  |
| Horticulture related qualification and / or 1 years extensive experience. | **x** |  |
| **Qualities / Experience** |  |  |
| An interest in and desire to work towards the aims of NGCFI, including healthy eating | **x** |  |
| Confidence to teach, design learning activities and share knowledge with a variety of local residents on how to grow fruit and vegetables | **x** |  |
| Substantial experience of horticulture and growing | **x** |  |
| Self-motivated, well organised with excellent time management skills and an ability to work autonomously and as part of a team | **x** |  |
| Experience of Trauma-Informed working |  | **x** |
| Partnership working |  | **x** |
| Experience of monitoring and evaluating project work |  | **x** |
| Experience of supervising sessional workers and supporting volunteers / local residents | **x** |  |
| Experience of supporting people with higher support needs eg: those with learning difficulties or mental health support needs |  | **x** |
| Child Protection / vulnerable adults experience and / or knowledge | **x** |  |
| Experience of setting up a new project, including capital works |  | **x** |
| Ability to account for work undertaken in verbal and written form | **x** |  |
| **Other** |  |  |
| Willingness to undergo a Disclosure check with CRBS and Child protection training if required | **x** |  |
| Able to work flexible hours including more during growing season, evenings and occasional weekend working | **x** |  |
| Driver’s license and access to a car |  | **x** |