

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 Youth Garden Assistant**

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 Youth Garden Assistant 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) Assistant Youth Gardener**

**Employer:** North Glasgow Community Food Initiative

**Hourly rate**: £14 per hour

## Hours: As required. A degree of flexibility is needed. Working hours may vary between term-time and school holidays, and like all gardens, may change with the seasons. Occasional evenings and weekend events.

**Responsible to:** Milton Community Garden Manager

**Work Base:** Milton Community Garden, and other NGCFI gardens as required.

**Job Purpose:**

To support our Youth Gardener and garden team with the delivery of sessions aimed at young people and their families.

In particular, we run Teeny Greenies sessions for 0-5 year olds, Young Planters clubs and school holiday activities for 5-12 year olds, and other events throughout the year for families and local people of all ages.

We often welcome visitors from local nursery and primary schools, and other youth organisations. We offer volunteering opportunities in our gardens.

This work is based in Milton, where children and young people are living with significant multiple deprivation.

Our work with 5-12 year olds is funded mainly by BBC Children in Need, with the aim of nurturing young people, giving them opportunities to make better health choices; to spend time outdoors in nature, and to socialise with others.

Our work with babies and toddlers is funded by the Cattanach Trust, with the aim of providing parents with opportunities to spend quality time outdoors with their child.

**Duties:**

* To assist with the delivery of Young Planters after-school clubs in term-time, and other activities for young people during school holidays.
* To assist with the delivery of Teeny Greenies sessions for pre-school children and their families.
* To take an active role in helping sessions run smoothly, managing risk and keeping participants safe
* To liase with parents and other family members as required.
* To assist the Youth Gardener with the planning of these sessions, the development of our youth gardening programme and the preparation of appropriate resources in advance.
* To help to collect feedback from young people and their families, and contribute towards NGCFI’s ongoing evaluation and monitoring of these sessions, to gauge the impact of our work in the community.
* To work alongside the rest of the garden team to plan and prepare for other events in the garden (for example open days, community meals, family-friendly workshops and events) and visits to local schools.

You will work closely with our existing team to provide a range of garden-based activities – including food-growing, harvesting and tasting; alongside learning about the natural world, plants and animals; nature-based arts and crafts; time devoted to fun and free play.

The Young Planters clubs are child-centred, in that many of the activities are chosen by the children themselves and they have a great deal of input into planning the programme each year. We expect you to be able to communicate positively with the young people, enthuse them and encourage their active engagement in the group and its development.

The Teeny Greenies sessions are for pre-schoolers, often accompanied by their parents/ carers. We expect you to build a positive rapport with parents and nursery staff, and ensure the garden is a safe place for them and their little ones to spend quality time together.

During the school holidays, we attract a wide range of ages to the garden, and will expect you to be able to work well to manage groups of different ages and abilities.

All members of staff are expected to comply with NGCFI’s policies and procedures, and will be provided with the relevant training, eg Child Protection, health and safety, risk assessment etc. PVG checks are essential as this post involves working with children and vulnerable adults. You may be required to attend and participate in some team meetings, take part in support and supervision/ appraisal, and additional training as part of your role.

As a Sessional worker, we will need you to complete and submit a monthly time sheet, and to account for any agreed expenditure or expenses that you need reimbursed for.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | **Essential** | **Desirable** |
| Experience of working with children aged 0-12 | y |  |
| Experience of growing/ gardening  | y |  |
| Experience of assessing and managing risks in an outdoor environment | y |  |
| Good communication skills and ability to build positive, mutually respectful relationships with young people | y |  |
| Emergency First Aid qualification | y |  |
| Willing to attend Child Protection training and undergo a PVG check | y |  |
| Commitment to the aims of NGCFI | y |  |
| Commitment to a community-led approach  | y |  |
| Well-organised, with excellent time management skills | y |  |
|  Ability to work well as part of a small cooperative team | y |  |
|  Competent at keeping accurate records, both on paper and electronically, and using email, Microsoft Office etc | y |  |
| Knowledge and understanding of Trauma Informed practice | y |  |
| Knowledge and understanding of child-centred learning | y |  |
| Ability to work flexibly, including occasional weekends and early evenings | y |  |
| Food safety qualification |  | y |
| Horticulture qualification and/or food-growing experience |  | y |
| Interest in ecology and the natural world, and an ability to share that knowledge with others |  | y |
| Childcare/ playworker/ youth work qualification |  | y |
| Experience of running outdoor education/ Forest School or Kindergarten/ nature-based activities with young people |  | y |
| Experience of working with young people who exhibit challenging behaviour |  | y |
| Experience of supporting young people with additional needs, learning disabilities or other mental health issues |  | y |
| Knowledge and understanding of permaculture principles |  | y |
| Experience of working with families living on a low income and/or community development work in Glasgow |  | y |
| Interest in outdoors/ camping skills |  | y |
| Experience of running creative arts and crafts events with young people or adults |  | y |
| Interest in healthy food and/or experience in teaching others about nutrition/ cookery skills |  | y |