

Application Pack



Community gardening officer – part time (4 days a week)

Job description

Project aims: To provide a range of quality community growing opportunities across the southside, to increase the number of residents who grow food and garden.

To bring disused spaces into use as community growing spaces.

To develop a *Grow your own* course suitable to be delivered in community gardens across the southside.

Reporting to: General manager and ultimately to the South Seeds board of trustees.

Responsible for: To lead a programme of community gardening at South Seeds' community gardens across the southside. To lead on South Seeds composting work and develop further opportunities for composting on the southside of Glasgow. Through this work, we also intend to make strong cross-links to our wider energy work, as well as to foster well-being and improvement of the local environment. You will need to work closely with a large volunteer network, and be able to bring in new volunteers and groups around new sites.

Main relationships: Local residents, groups and networks, for example: Govanhill Community Association (GoCA), Govanhill Community Development Trust, the Strathbungo Society and groups participating in Ready Steady Grow Pollokshields. Other key stakeholders include: the Community Resources Network, Glasgow City Council, the Big Lottery, local schools, the Registers of Scotland, land owners, Locavore and suppliers of compost and other materials.

Funded by: The Big Lottery Scotland.

Scope of the job

- Report to general manager
- Create opportunities which engage local residents in food growing and gardening
- Maintain current community gardening sites and develop further sites
- Work with local residents' groups and other local organisations to increase involvement and wider community buy-in to South Seeds' work
- Work alongside other South Seeds staff to maximise crossover between all projects
- Develop and maintain relationships with delivery partners
- Carry out evaluation and monitoring of all work

Duties and key responsibilities

- Develop and plan a series of voluntary garden sessions at the two key community gardens (Queen's Drive Lane and Allison Street) maintained by South Seeds
- Support the crofters through their growing season at the Croft, with a programme of sessions and get-togethers
- Organise harvest celebrations in the two key community gardens and the Croft at the end of the growing season
- Research under-used sites in the area which could be developed in to new community gardens
- Develop and deliver a short *Grow your own* course, suitable for community gardens, in Queen's Drive Lane community garden
- Where required develop composting opportunities
- Participate in local networks so community garden opportunities are communicated widely
- Work as part of the South Seeds team to promote and encourage understanding of sustainability issues on the southside of Glasgow
- Engage with members of the public in a positive and constructive way and ensure their needs are met
- Provide excellent customer service
- Contribute to a hardworking office environment
- Report on the success of allocated tasks, both verbally and in writing
- Work effectively with other team members (staff and volunteers) to achieve goals
- Work constructively with project partners
- Comply fully with the South Seeds' ethos, policies and procedures as well as current health and safety legislation
- Attend and contribute to team meetings
- Undertake other duties in line with the job purpose

Personal training and development

- Undertake appropriate training where necessary
- Participate in an annual appraisal

Person specification		
	Essential requirements	Desirable requirements
Professional / educational qualifications	<ul style="list-style-type: none"> • Maths and English to standard or GCSE grade 	<ul style="list-style-type: none"> • An accredited qualification in horticulture • Up-to-date first aid certificate • An accredited qualification in health and safety
Relevant work /other experience	<ul style="list-style-type: none"> • Experience of running gardening sessions for volunteers • Understanding of how to give clear advice • Knowledge of community participation techniques • Project development experience including monitoring and reporting • Experience of composting 	<ul style="list-style-type: none"> • Experience of working with volunteers from a wide variety of backgrounds • Experience of sourcing materials and working with suppliers • Experience of creating or cultivating food-growing space in urban areas • Project management experience • Experience in budget management • Experience of working with migrants
Particular skills/abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with members of the public • Organising, facilitating and managing events • Excellent interpersonal skills to enable effective working in a diverse community • Ability to negotiate with individuals, organisations, businesses and local government officials to secure objectives • Ability to work with minimum supervision, to prioritise effectively and to meet tight deadlines • An understanding of the principles of sustainable development, and key sustainability and climate change issues facing Scotland 	<ul style="list-style-type: none"> • Ability to promote behavioural change in a community setting • Ability to network with outside agencies and other public bodies • Promotional and media skills • Ability to use all components of the Microsoft Office package
Personal qualities	<ul style="list-style-type: none"> • Ability to foster "a can do" culture by actively seeking solutions to problems • Flexibility, enthusiasm and the ability to work as part of a small team • Ability to form productive working relationships with a wide variety of people from different organisations • Ability to work with a wide variety of people from different backgrounds • Excellent verbal and written 	<ul style="list-style-type: none"> • Self motivation • Innovative skills • Charisma and dynamic personality

	skills <ul style="list-style-type: none"> • Ability to motivate others 	
Any additional job-related requirements	<ul style="list-style-type: none"> • Personal commitment to the principles of sustainable development • Willingness to undertake evening and weekend work • Willingness to undertake an enhanced disclosure check or join the PVG scheme 	<ul style="list-style-type: none"> • Familiarity with the local area

Terms and conditions

Full-time hours are 37 per week, this post is for 30 hours per week. Your salary will be £24,000 pro-rata (£19,459.45 per annum, for a 30-hour week, spread over a four days). South Seeds offers an employer's contribution to a personal pension scheme, of 5% of annual salary. You will be entitled to 36 days' holiday per year pro-rata; this includes all bank holidays.

South Seeds encourages flexible working, and in return expects an ability to work evening and weekend hours. In particular, for this post some gardening sessions will take place in the evenings over the growing season. Your place of work will be the South Seeds office, although the postholder will be expected to spend a proportion of time in the community gardens maintained by South Seeds and support other work out of the office around the South Seeds area (Govanhill, Crosshill, Strathbungo, Queen's Park and Pollokshields East).

The contract will run until 31 December 2018 and will be extended if further funding is secured.

How to apply

Please complete the South Seeds application form available on our website and send it to lucy@southseeds.org by noon on Monday 20 February 2017. We prefer to receive applications in an electronic format, so we can be assured you know how to use email effectively and the applications can be shared by the interview panel electronically. Please note that the interview panel will only shortlist applications on the information contained within the application form.

Interviews are planned for Thursday 2 March 2017, and we will endeavour to inform those selected for interview by 6pm on 24 February.

If you would like to speak to someone about this post, please call the South Seeds' project manager, Lucy Gillie, on 07790 119021 (available anytime, including evenings and weekends).

**South Seeds, 514 Victoria Road, Glasgow, G42 8BG.
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