



Lanark Community Development Trust – Educational Gardener Job Description

JOB TITLE:	Educational Gardener
SALARY:	£25,000 per annum
LOCATION:	Lanark, Castlebank Horticultural Centre
TERMS:	3 year's fixed term contract. 35 hours per week, public holidays. Commencing 18.02.2019
RESPONSIBLE TO:	Lanark Community Development Trust Board (line managed by Development Manager)

About Us

Lanark Community Development Trust is an independent Scottish charity which develops and delivers community projects with a social, environmental or economical impact in the town of Lanark. One of the Development Trust's core projects is the management and development of Castlebank Horticultural Centre. This purpose-built facility is located in the historic grounds of Castlebank Park and provides a community growing space with associated training and learning facilities. Phase 1 of the centre, the community growing area has been operational since 2015 and Phase 2, the Community Learning Hub opened in November 2018. Through these facilities, we have already engaged with a moderate number of community groups, schools and volunteers and we now wish to fully utilise, and build upon, the learnings of these activities by employing a full-time Educational Gardener to inspire and engage the local community to make the best use of the centre to improve their lives through a defined programme of new learning and community engagement activities.



About the role

Education is a key project aim and the Educational Gardener will provide a wide range of horticultural, educational, training and volunteering opportunities for local people of all ages and backgrounds including: long-term unemployed young people, individuals returning to work, young people in formal education, children & adults with additional support needs and older residents living in social isolation. Your role will promote life-long learning through providing educational aids, activities, displays and teaching both informally and formally through providing structured demonstrations and classes to community and school groups in good horticultural practice including, but not limited to: organic growing, bee keeping, orchard management, recycling, composting, propagation, horticultural maintenance and vegetable / fruit production.

About you

You'll have a strong passion for horticulture and inspiring others to learn more about, and engage with, the natural world around them. You will have excellent communication skills and have experience of working collaboratively with a range of partners and stakeholders to deliver joint activity. You will have strong organisational skills and be able to plan, coordinate and deliver a range of activities tailored to a wide range of diverse audiences. You will have experience of working with volunteers and will be able to develop and grow our volunteering capacity and opportunities. You will work closely with the Development Manager to ensure the local community are aware and engaged with the programme of activities being offered at the Horticultural Centre through regular communication and marketing materials.



Main Duties and Responsibilities

Delivery, Resources and Activities

- Oversee the development and delivery of a volunteer engagement and opportunity programme through activities, events and initiatives.
- Manage the community growing space and liaise with the Development Manager on the management of the learning facilities within the Community Learning Hub.
- Prepare a wide range of training and educational materials for community groups of varying ages and abilities (where appropriate, linked to the Curriculum for Excellence in Scotland).
- Deliver an annual programme of accredited Royal Horticultural Society courses and manage creation / supply of relevant course materials.
- Lead or assist as appropriate in the delivery of volunteer activity in association with partner organisations including Lanark in Bloom, Clydesdale Community Initiatives and Clyde Valley Orchard Group.
- Assist in the development of community projects including, food growing schemes, gardening/allotment projects.
- Liaise with, and where appropriate work with, other organisations/partners to provide and educate on horticultural activities.
- Maintain safe outdoor working practices and strict adherence to relevant Health & Safety legislation.
- Prepare and implement a structured programme of courses and demonstrations to classes, clubs etc. to suit service user needs.
- Manage the provision and purchasing of required tools and equipment for the centre & activities.
- Participate in community events held at the Horticultural Centre including guided tours, open days etc.
- Identify opportunities for volunteer development and upskilling.

Promotion and Reporting

- Maintain awareness of industry best practice and key learnings from successful operations at comparable sites.
- Assist the Development Manager in producing regular communications / marketing materials to ensure the local community are aware of activities and opportunities taking place at Castlebank Horticultural Centre.
- Prepare and deliver presentations (PowerPoint) to the local community, partners and stakeholders.
- Liaise with the Development Manager to manage dedicated project budgets and financial records.
- Assist the Development Manager in preparing and circulating feedback and consultation activities with existing user groups and volunteers to continually evaluate activities and their success / room for improvement.
- Assist the Development Manager in undertaking community consultation initiatives to ensure the centre is fulfilling their needs / requirements and to spot any new opportunities for growth and development.
- Provide full progress reports and financial information for funding reports as required.
- Devise a self-sufficient strategy for the post's continuation after the 3-year contracted period.



Person Specification

Essential Criteria

- Qualified to deliver Level 1 & Level 2 RHS Practical Skills Courses
- Experience of working with the educational sector in environmental fields
- Experience of working with and supporting a wide range of community groups and individuals with additional support needs
- Experience of working with volunteers and managing volunteer rotas / work programmes
- The ability to prioritise work load and to work on your own initiative
- Experience in horticulture and recycling techniques

Desirable Criteria

- Excellent communication and interpersonal skills
- Highly computer literate, specifically Microsoft applications including Word, Excel and PowerPoint
- Experience of working with individuals with additional support needs
- Interest or knowledge in Lanark's history and Castlebank Park's significance
- Experience of ecological and biodiversity activities

Please note that any offer of employment will be subject to a satisfactory Disclosure Scotland [Protection of Vulnerable Groups (Scotland) Act 2007] Scheme approval or Scheme update.

Technical Requirements

Expenses that you incur on behalf of the project whilst engaged on company business will be reimbursed. The position will require some weekend, evenings and public holiday working.

IMPORTANT NOTE

The Lanark Community Development Trust is an Equal Opportunities employer and is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, disability, religious beliefs, age or sexual orientation. Our policy aims to prevent unfair and discriminatory practices within LCDT and to encourage full contribution from its diverse community interests. LCDT is committed to actively opposing all forms of discrimination.

APPLICATIONS: Closing Date 14.12.2018

Please email CV and covering letter (no more than one page) to: info@lanarktrust.co.uk

If you would like to discuss the role in more detail or have any queries, please contact info@lanarktrust.co.uk

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