



Lanark Community Development Trust – Castlebank Horticultural Centre 'People and Plants Assistant'

JOB TITLE:	'People and Plants Assistant'
SALARY:	£12.50 per hour
LOCATION:	Lanark, Castlebank Horticultural Centre, ML11 9EG
TERMS:	12 month fixed term, part time contract. 14 hours per week spring/summer season April - September (6 months) and 7 hours per week autumn/winter season October – March. COVID restrictions permitting, the role will commence on 01.03.21.
RESPONSIBLE TO:	Lanark Community Development Trust Board (Reports to Educational Gardener / 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 economic impact in the town of Lanark. One of the Development Trust's core projects is the management and development of Castlebank Horticultural Centre (CHC). This purpose-built facility is located within 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. Since early 2019, our Educational Gardener, Stuart and Development Manager, Melissa, have worked together to develop CHC into a thriving hub for education, environmental volunteering, and outreach. We are proud to have a dedicated group of volunteers, who take responsibility for the maintenance of Castlebank Park's beautiful gardens, alongside the Educational Gardener. Our volunteers range from enthusiastic school leavers to retirees' keen to give back to the local community, whilst socialising and learning from one another. We also offer a substantial education programme throughout the year, engaging with the public, partner organisations and schools on topics including horticulture, science and nature. At Castlebank Horticultural Centre, we strive to promote the principles of inclusivity for all, respect for the environment and all living things within it, expanding our knowledge of the nature, and promoting the physical and mental health benefits of adopting a balanced lifestyle through engagement with the natural world around us. Find out more about the Trust at www.lanarktrust.co.uk



About the role

This role is for a passionate 'People and Plants Assistant'. The successful applicant will have demonstrated that they have a strong understanding of plants and horticultural principles, and that they are equally confident in communicating with a diverse range of people of all ages and abilities.

The 'People and Plants Assistant' will be responsible for a range of horticultural duties, guiding our volunteers to ensure various jobs within the centre and the wider park are carried out with the appropriate priority. Examples of duties include propagating herbaceous perennials and alpines for sale, growing a range of fruit and vegetables from seed, ensuring



correct composting and waste management, grass cutting and overseeing plant sales, providing advice to customers where appropriate.

At Castlebank Horticultural Centre we actively encourage everyone in the community to engage with us and we pride ourselves on inclusivity. As we are engaging with a diverse range of people through our volunteering, educational and outreach activity, it is the responsibility of the Educational Gardener and the 'People and Plants Assistant' to be sensitive to the needs and wishes of every volunteer or participant. We recognise that each volunteer who joins us does so for their own reasons. Some do so because of their attachment to Castlebank Park, others to meet likeminded friends, a few to learn about the more scientific principles of horticulture, and yet others join us because they recognise the tremendous mental and physical benefits that volunteering offers. As a result of this diversity, a single management approach to our volunteers is insufficient. Alongside the Educational Gardener, you will be responsible for recognising what each volunteer wants from their experience, regardless of age, gender, beliefs, abilities, or personality. You will variably work with larger groups or one to one, depending on the situation.

About you

You must have a strong understanding of horticultural principles and a passion to share your knowledge with others. Whilst formal horticultural training is NOT essential for the position, you must be able to demonstrate understanding of plant propagation, composting, soil management and organic weed control, fruit and vegetable growing, and basic pruning technique.

Most importantly, you will have excellent communication skills, and experience working with a range of people, either in a professional or previous volunteering capacity. 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 be passionate about the natural world, horticulture, and its role in enhancing positive impacts on the environment.

Main Duties and Responsibilities

- Assist the Educational Gardener in overseeing the development and delivery of our volunteer engagement and opportunity programme through activities, events and initiatives.
- Assist the Educational Gardener in the management of the community growing space and liaise with the Development Manager on the management of the learning facilities within the Community Learning Hub.
- Assist the Educational Gardener in the monitoring and maintenance of the public gardens within Castlebank Park.
- Lead or assist as appropriate in the delivery of volunteer or partner activity in association with partner organisations including Clydesdale Community Initiatives and Skills Exchange Scotland.
- Assist in the development of community projects including the food growing scheme.
- 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.
- Participate in community events held at the Horticultural Centre including plant sales, guided tours, open days etc.
- Identify opportunities for volunteer development and upskilling.
- Provide support to volunteers as appropriate.
- Undertake any other duties as required by the Horticultural Centre.



Person Specification

Essential Criteria

- Excellent communication and interpersonal skills.
- Experience of working with and supporting a wide range of community groups and individuals with additional support needs.
- Experience of working with volunteers and supporting volunteer rotas / work programmes.
- Horticultural qualification or demonstrable equivalent experience, either through extensive personal experience, in a nursery, garden centre or public garden.
- The ability to prioritise workload and to work on your own initiative.

Desirable Criteria

- Knowledge of mental health conditions and learning difficulties.
- Experience of ecological and biodiversity activities.
- Interest or knowledge in Lanark's history and Castlebank Park's significance.

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.

This role is funded by the 'Adapt and Thrive' programme. Adapt and Thrive is part of the £25m Community and Third Sector Recovery Programme announced by the Cabinet Secretary for Communities and Local Government on 2nd September. The programme forms part of the wider Scottish Government Third Sector response to the COVID-19 pandemic.

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 26.01.2021

Please email CV and covering letter (no more than one A4 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

/ 07538 387 378.