

## **GLiN Award/Coalfield Regeneration Trust (CRT) partnership project.**

### **Job title: Horticultural Educator (Grow and Learn in Nature Award)**

- £30,000-32,000 gross per annum (subject to application).
- Fully expensed, including travel costs.  
Various locations in the Central Belt in Scotland.
- 12 month fixed term contract.
- 5 days per week (37.5 hours).
- 28 days holiday.
- Pension auto enrolment with NEST.
- 4 months probationary period.
- Potential for promotion to permanent employee following completion of 12 months fixed term and subject to external funding.
- Immediate start.

### **About us**

The Royal Caledonian Horticultural Society (The Caley) was established in 1809 to promote 'the encouragement and improvement of the best fruit, the most choice flowers and the most useful culinary vegetables' and we are continuing to fulfil our intended charitable aims within all aspects of modern-day Scottish horticulture.

As a registered Scottish Charity [SC006522], The Caley seeks to encourage and support a wide range of educational programmes focused on developing horticultural and gardening skills. More information on The Caley and our activities can be found here: [www.thecaley.org.uk](http://www.thecaley.org.uk)

### **About the Grow and Learn in Nature Award and The Caley's X Coalfield Regeneration Trust (CRT) Partnership**

Grow and Learn in Nature was established to help people of all backgrounds and abilities to gain new gardening skills that work in harmony with nature and develop a connection to the natural world.

Over the past year, The Caley has worked in partnership with the CRT to support and enable four gardening projects to achieve their GLiN Award. More information on our previous projects can be found here: <https://thecaley.org.uk/grow-learn-in-nature/>

### **About the role**

The allocation of time and responsibility of the new position is divided as follows:

- 4 days per week assisting in the delivery of The Caley's GLiN Award at CRT locations.
- 1 day per week in the redevelopment and administration of The Caley's educational programmes.

4 days per week at CRT locations:

Your role will be working to support the G&L Development Officer to aid six CRT Growing Projects to achieve their GLiN Award. The main focus of the GLiN Award is to help communities set themselves a nature challenge that is beneficial to both themselves and their local community. By undertaking this work, participants learn about gardening sustainably and with an environmental focus. Key learning outcomes are gaining new understandings and skills in biodiversity, soil health, propagation, and plant care.

You will actively support these groups in achieving their awards through:

- The delivery of onsite training to participants. This involves a considerable amount of time spent travelling to sites across the Central Belt to deliver in-person assistance to participant groups.
- Facilitating and delivering virtual networking and training events.
- Recording progress of participant groups and assisting with final verification and award ceremonies.

Your new role will involve regular car travel to the six groups in various locations within the Central Belt in Scotland. There will also be additional administrative tasks such as responding to award enquiries, attending meetings, preparing reports, marketing and promotion of the award, and ongoing monitoring and evaluation of work.

You will work closely with the G&L Development Officer to ensure that the six projects are supported and engaged with the GLiN Award. Your efforts will help to ensure that the programme of activities being offered by this partnership is successful.

1 day per week at The Caley's other locations:

The Caley also delivers our educational programmes to non-CRT groups. One day per week, you will also continue to work closely with the G&L Development Officer to ensure that current Grow&Learn and GLiN participants outside of CRT locations are supported and monitored. This will involve similar responsibilities as indicated above in the description of work with the CRT participants.

Together, we can ensure that every participant fully benefits from our horticultural educational programmes.

### **About you**

We would love an individual with a strong passion for horticulture and teaching, who will inspire others to learn more about and engage with the natural world around them. You will need excellent communication skills and have experience of working collaboratively with a range of partners and stakeholders to deliver joint activities. You will need strong organisational skills and be able to plan, coordinate and deliver a range of activities tailored to a wide range of diverse audiences. The ability to engage with participants from a range of backgrounds and abilities is also required.

### **Main Duties and Responsibilities**

Delivery, Resources and Activities

- Support six growing communities to achieve their Caley GLiN Award.
- Undertake training needs analysis and devise a training plan for each project.
- Deliver virtual/onsite horticulture training to the six projects on a regular basis to ensure they achieve their GLiN Award.
- Support projects to record their GLiN Award portfolio of progress.

- Assist with planning and delivery of award ceremonies.
- Prepare and implement a wide range of agreed virtual/onsite training and educational materials for community groups of varying ages and abilities.
- Assist with the development and facilitation of online networking sessions, including master classes and training sessions.
- Maintain safe outdoor working practices and strict adherence to relevant Health and Safety legislation, including preparing risk assessments.
- Participate in community events held at the six projects, such as open days etc.
- Administrative tasks such as responding to general award enquiries, database input, archiving, attending meetings, and preparing reports.
- Review and redevelopment of existing educational resources and teaching aids.
- Suggest and action amendments to existing educational materials.
- Identify gaps in the existing educational materials.
- Develop and advertise effective marketing content for The Caley's Grow & Learn and GLiN awards.

#### Reporting requirements

- Assist the G&L Development Officer in producing regular communications/marketing materials to promote GLiN award participation through our six projects and partnership wide.
- Attend meetings and prepare progress reports to key partners and line manager.
- Implement and deliver ongoing monitoring evaluation systems, including responding to training needs and identifying areas for improvement.

### **Person Specification**

#### Essential Criteria

- Acknowledgment of the work of The Caley and our charitable offering.
- Full, clean driving license. (Please note this post requires car travel).
- Ability to design effective training/teaching aids.
- Excellent communication and interpersonal skills.
- Excellent planning and organisational skills.
- Experience of working within a garden setting using environmental/organic methods and principles.
- Highly computer literate, specifically Microsoft applications including Word, Excel, and PowerPoint.
- Ability to promote and market GLiN award in various ways, including social media, website, and print.
- Ability to give presentations to a wide range of audiences.

#### Relevant experience

- Minimum 3 years' experience of implementing monitoring and evaluation systems.
- Minimum 3 years' experience in delivering horticultural training programmes to a wide variety of people.
- Minimum 3 years' experience of practical gardening with horticultural projects, participants, families at a grass root, community level.
- Minimum 3 years' experience of working within a garden setting using environmental/organic methods and principles.

#### Desirable Criteria

- Teaching qualification/experience and/or related HNC qualification or above.
- Experience of working with projects from disadvantaged backgrounds, community education.

- Interest or knowledge in industrial coalfield sites and their significance.

### To note

- This role requires Scotland wide travel.
- Any offer of employment will be subject to a satisfactory Disclosure Scotland [Protection of Vulnerable Groups (Scotland) Act 2007] Scheme approval or Scheme update.
- The position is subject to a 4 month probationary period, with mandatory reviews at the 1-month and 4-month stage.
- Expenses that you incur on behalf of the project whilst engaged on company business will be reimbursed, subject to prior approval.
- The position may require some weekend, evenings, and public holiday working.

The Caley 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.

### Applying

Closing Date: 7th August 2022. Applications received after this date may not be accepted.

Please email CV and covering letter (no more than one page) to [growandlearn@rchs.co.uk](mailto:growandlearn@rchs.co.uk) .

If you would like to discuss the role in more detail or have any queries, please contact [growandlearn@rchs.co.uk](mailto:growandlearn@rchs.co.uk) .

