

ESCAPE Allotment and Discovery Garden Co-ordinator, Norfolk and Suffolk Projects
Based in Tumbler Hill Swaffham and the Discovery Garden in King's Lynn
22.5 hours per week (part-time), with occasional opportunities for overtime
Grade 3 (lower) points 20-23: £27,218 - £29,869 FTE (£16,551.49 - £18,163.58 per annum)
Temporary Contract until March 31st 2023 subject to further funding

Are you a self-motivated team player with a can-do attitude, who is solution focused and passionate about making a difference? If so, we want to hear from you.

The ESCAPE Community Allotment project started almost 12 years ago. The two Co-ordinators who started the projects have now decided to move on providing a unique opportunity for someone looking for a career in this field. The ESCAPE project aims to support mental health and wellbeing by encouraging and supporting the '5 Ways to Wellbeing':

- **To Connect** – with other people, to socialise and to make friends
- **Be Active** – taking part in horticultural activities outside in the fresh air
- **To Take Notice** – of the world around you, of plants and wildlife
- **To Learn** – informally about horticulture - about growing food and cooking fresh vegetables – learning new skills such as pruning and willow weaving. There are opportunities for formal learning by taking our City & Guilds Level 2 Horticulture Skills Certificate and Diploma
- **To Give** – by becoming a volunteer and helping others as well as helping to maintain the allotment site

We are looking for a new Co-ordinator to lead the team and develop the project delivering our innovative therapeutic horticulture project based at Tumbler Hill Allotments in Swaffham and occasionally supporting delivery at our Discovery Garden in King's Lynn.

Your impact

As Co-ordinator you will lead the rest of the team – the Teacher/Support Worker, the Project Workers, the Sessional Workers and the volunteers – to deliver and to develop the project.

- You will be responsible for the day to day management of the projects and the organisation of staff and volunteers, ensuring that new people are welcomed, that everyone is supported to participate and that both sites are maintained.
- You will be responsible for the future planning and development of the service with the team.
- You will monitor the formal teaching (currently the City and Guilds Level 2 Award and Certificates in Horticulture Skills) takes place and reaches the requirements outlined in our contract with the College of West Anglia.
- You will record data and ensure that the impact on individuals is evaluated. This information will be used to write reports to funders and to contribute to future funding applications

- You will work with our national Fundraising Team and the Norfolk and Suffolk Service Manager to identify new funding opportunities and contribute to funding applications.

Your skills

You will have some experience of leading a team and of developing services. You will have excellent people skills and organisational skills and be able to prioritise your work on a daily basis – every day will be different! It is essential that you have a good understanding of mental health and of working with vulnerable adults to help them to fulfil their potential. It is important that you are passionate about the benefits of being outside, of growing your own food and of learning new skills as well as appreciating the importance of social activity. You do not have to be a gardening expert but it is important that you have some knowledge of horticulture and enthusiasm for it. It is also important that you understand the importance of collating evidence to report to funders and of evaluating the impact of services. Teaching the City and Guilds Level 2 Horticulture Course is a fundamental aspect of the project for several reasons so you will need to ensure that we meet the standards set out by our funders. Although you don't have to teach on this course it would be beneficial to the project if you were able and willing to study for the relevant teaching qualification (which we will fund) to support the teaching.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

What will we offer you?

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We are happy to talk flexible working. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

If you would like to talk to someone about this post to find out more, please call Clare Peak on 07944609655.



For an application pack and further information please visit:

www.family-action.org.uk/get-involved/work-us/current-vacancies/

Please email completed applications to: completed.application4@family-action.org.uk

Closing date: Thursday 7th July 2022 at 9:00 am

Interview date: Thursday 21 July 2022

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

ID: 435