

JOB DESCRIPTION

Job title:	ESCAPE Allotment and Discovery Garden Co-ordinator
Service:	Norfolk and Suffolk Projects
Salary:	Grade 3 (lower) points 20-23: £27,218 - £29,869 FTE (£16,551.49 - £18,163.58 per annum)
Hours:	22.5 hours per week (part-time)
Location:	Swaffham Community Centre and Tumbler Hill Allotment and The Discovery Garden in King's Lynn
Responsible to:	Norfolk and Suffolk Service Manager

Job Function

The overall responsibilities of the post are;

1. The day to day management of the project sites (currently in Swaffham and King's Lynn) including the coordination of therapeutic horticulture sessions, organizing the teaching of the City & Guilds Horticulture Skills courses (and other courses as they develop) and of volunteers.
2. To work across both sites to support service users of all ages. To work alongside the Family Action Norfolk teams, ESCAPE and Discovery Garden employees, volunteers, partner agencies, participants and the project steering group to ensure that the allotment project runs smoothly and is as inclusive as possible. To embed a culture of co-production in the project.
3. To promote the service to potential referrers and attend relevant networking meetings.
4. To be the central point for referrals to the service and ensure Risk Assessments are completed for all new participants.
5. To develop the service and both sites as a centre offering Accredited qualifications in partnership with the College of West Anglia. To supervise the ESCAPE Teacher and Support Worker and to share teaching tasks. To act as Internal Verifier and to ensure all relevant paperwork is completed.
6. To provide supervision to the service staff including the Project Workers and sessional workers.
7. To recruit and train volunteers and manage their involvement in the project. This includes keeping Inform data up to date in relation to volunteers.
8. To co-ordinate regular Steering Group meetings – to report to the group and to take and circulate minutes of the meetings.

9. To provide evidence for reports to be presented to the funding bodies and to ensure that outcomes, as well as outputs, are recorded.
10. To work with the Fundraising Team at Head Office and the Norfolk and Suffolk Services Manager to identify and apply for additional funding
11. To monitor the budget with Service Manager and Finance Officer.

Person Specification

1. A relevant teaching qualification and experience of teaching or a willingness to study to qualify to teach in post-16 education.
2. Experience of supervising and managing staff and of managing and developing a community based service. Ideally this will also involve experience of fundraising.
3. An enthusiasm for gardening and an interest in allotments and gardening.
4. Experience of working with partner agencies to encourage referrals, promote the service, and think creatively about how partnership working can benefit service users and volunteers.
5. A confident and professional approach to working with vulnerable people who may have mental health problems, Learning Difficulties or challenging behaviour. This will include adults, young people, and, in the future, children and families.
6. To have an understanding of recruiting and managing volunteers.
7. A good standard of verbal and written English and confidence in using IT, Microsoft Word and data bases.
8. An understanding of monitoring budgets and working within budgetary constraints.
9. The ability to work under your own initiative but able to seek support when needed.
10. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
11. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
12. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.



13. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required. For example, occasionally attending meetings outside of your normal working pattern.
14. The ability to travel between the two sites in Swaffham and in King's Lynn.
10. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a. Being **people** focused
 - b. Reflecting a '**can do**' approach
 - c. Striving for **excellence** in everything we do
 - d. Having **mutual respect** for everyone we work with, work for and support through our services