



Croft Carbon College Outdoor Education Officer: Job Description, Person Specification & Application Notes



Job Description

Job Title

Croft Carbon College Outdoor Education Officer

Salary

£ 23,000 per year FTE, pro rata for an average of 24 hours per week (full-time being counted as 36 hours). Working hours may be irregular to meet the demands of the post. Funded by the Climate Challenge Fund (CCF) up to 31 March 2021. The CCF is administered by Keep Scotland Beautiful. Note that the Outdoor Education Officer may be able to earn additional income as a sessional worker by delivering courses in addition to the contracted hours of employment.

Holiday entitlement

30 days per year including Scottish Bank Holidays. (Holiday year runs from start date.)

Notice period

One calendar month's notice by either party after a three-month probation period during which a week's notice may be given.

Contracted hours of work

24 hours per week with flexible start and finish times. Some weekend and after-hours work will be required as courses will need to be delivered at times to suit students. There may be additional hours on some occasions up to a maximum of 36 hours per week. As stated above, the Outdoor Education Officer will be able to earn additional income as a sessional worker by delivering courses in time additional to the contracted hours of employment.

Disciplinary and grievance procedures

In accordance with ACAS Codes of Practice and within EU & UK regulations

Reporting to

Croft Carbon College Development Officer.

Location

The job will be located in Leith Community Crops in Pots' (LCCiP's) office and education space on 57 Queen Charlotte Street, Leith, Edinburgh, EH6 7EY, and on Leith Community Croft.

Introduction

Leith Community Crops in Pots

The [purposes of LCCiP](#), a Scottish Charitable Incorporated Organisation (SC044220), can be summarised as to encourage and support the people and organisations of Leith to grow food vegetables, and flowers for pollinating insects, in urban spaces, in order to improve health and wellbeing, community cohesion and the environment.

The charity runs Leith Community Croft (LCC, also known simply as 'the Croft'), a community growing project with over 100 members, on a corner of Leith Links public park, which it has been appointed to manage with and for the local community by the City of Edinburgh Council. LCCiP has worked with local schools, from nursery to secondary level, establishing growing projects and engaging pupils and parents with issues concerning food and its production. We strongly believe in nature play, and some staff have received Forest Schools training.

LCC is also the site of our tree nursery, our biodiversity area, our Hingabootery café, our start-up farmers' market and an old tennis pavilion building. Thanks to recent assurance that we can have a 25-year-lease on the building, we aim to be refurbishing it comprehensively when funding can be secured, and this (and LCC) will be the main location of CCC activities in the long run.

LCCiP work has been funded in the past by a number of organisations. The Climate Challenge Fund has funded CCC during the period of 2018-2019 and is funding this post as part of the Croft Carbon College project for the period of 2019-2021.

Vision for the Croft Carbon College

The [Croft Carbon College](#) is a [Climate Challenge Fund](#)-supported community education project led by Leith Community Crops in Pots. It is a centre that raises environmental awareness within the community, providing accessible and engaging courses and community events that encourage Leithers to take both personal and collective action to create a happy, healthy and leafy Leith.

The delivery of the course programme is a collaboration between the expertise of LCCiP staff and local organisations and educators focused on other areas of environmental sustainability. We believe this method helps foster a more resilient and collaborative approach between local organisations and individuals working to enhance the environmental skills and confidence of the Leith community.

Year 1 of the CCC was a pilot run, with courses delivered on a *low-cost, trial basis*. In order to ensure the CCC meets the needs and interest of the Leith community, we have and will continue to undertake regular engagement and consultation to get feedback from both course participants and the wider community.

From 1 April 2019 we expanded our plans and provided a food-growing trainee programme, after-school clubs, a summer camp and green skills workshops for children, adults and employees of local businesses over four terms/year. Due to Coronavirus, part of the role will be to adapt certain of these activities to the new ways of living following government guidelines.

For more information on the current activities of the Croft Carbon College you can visit our [website](#).

Summary of the job

The Outdoor Education Officer will be jointly or principally responsible for the content, delivery and assessment of food growing, wood recycling and other outdoor workshops delivered on Leith Community Croft, and for achieving the overall carbon-saving outcome from the adults and children engaged through these workshops. It will be the responsibility of the Outdoor Education Officer to find creative ways of delivering these activities during the Covid-19 lockdown, following government guidelines.

This is to be done primarily in collaboration with the CCC Development Officer and the Engagement and Education Officer, as well as with the agreement of Chair/CEO and board of LCCiP, as appropriate. Full support, training and assistance will be provided by the parties mentioned. However, it should be noted that the tasks directly related to designing and running specific outdoor/online courses for both adults and children will be the responsibility of the Outdoor Education Officer.

You will hold primary responsibility for ensuring that the Croft area designated for this project is well planned, organised and attractive for both participants and the wider public. During workshops you will be monitoring and reporting on the achievement of carbon-saving targets, and in modifying the CCC's courses and approaches in order to achieve the overall carbon-saving target for the funded period. Training and support will be provided for this process.

The job will also include the support of the Development Officer when liaising with CCF/Keep Scotland Beautiful, in terms of supporting in the creation of interim and final reports.

The Development Officer will consult with you regarding resources required and division of labour etc., and regarding the recruitment of additional staff/sessional workers where necessary.

Responsibilities

- Designing and delivering workshops on food growing, composting, climate change, gardening related workshops, wood recycling related workshops and others to CCC participants.
- Ensuring that the market garden and croft are well planned, organised and attractive for both participants and the wider public.
- Coordinating with volunteers to carry out work on the market garden and Croft.
- Designing additional outdoor/online courses on the Croft in collaboration/consultation with Engagement and Education Officer and Development Officer.
- Delivery of courses and recruitment of additional sessional workers to support them in specific courses as necessary, and within budgetary constraints.
- Implementing administrative recording systems for data collection pertaining to the courses, and the monitoring and measuring of outcomes, in collaboration with the Engagement and Education Officer.
- Providing cover for the Engagement and Education Officer on occasions.
- Supplying the Development Officer with all the information needed for the compilation of regular reports to the board and the CCF/Keep Scotland Beautiful.
- Liaising with the Engagement and Education Officer and Development Officer regarding the maintenance of gardening tools and equipment supplies, in a cost-effective manner and within environmental principles.
- Providing full documentation and keeping up-to-date records of all courses designed and delivered on behalf of the Croft Carbon College.
- Managing volunteers to deliver the highest quality service, ensuring that there is a strong positive culture and practice of learning development and volunteer progression.
- Liaising with the team for continuous improvement of the project.

Other duties

- Promoting the benefits of CCC's (and LCCIP's) activities.
- Responding to enquiries regarding courses.
- Other relevant duties as required.

Person Specification

Education

Essential	Desirable
<ul style="list-style-type: none"> • Good standard of secondary school education. • A gardening or food-growing qualification or evidence of equivalent experience. 	<ul style="list-style-type: none"> • Teaching degree/certificate • Qualification or equivalent experience in managing volunteers

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience of gardening and food-growing • Experience and knowledge of biodiversity, gardening management and the benefits of outdoor learning. • Experience of designing and delivering courses for both adults and children. • Experience of working for a community/voluntary organisation • Experience of managing volunteers • Experience of producing reports in a professional context 	<ul style="list-style-type: none"> • Experience of designing or working for a project funded by the Climate Challenge Fund • Experience of carbon accounting • Experience of organising events • Experience of managing budget

Knowledge, Skills & Understanding

Essential	Desirable
<ul style="list-style-type: none"> • Ability to operate IT systems, especially Microsoft or Open Office suite of packages • Excellent organisational skills • Knowledge of sustainability, environmental education, biodiversity, food growing and the benefits of outdoor learning. • Ability to encourage, develop and support volunteers • Good verbal and writing skills • Good team-working skills – able to work with a variety of individuals and organisations 	<ul style="list-style-type: none"> • Knowledge of the Climate Challenge Fund

Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"> • Commitment to the environmental ethos and aims of Leith Community Crops in Pots • Commitment to maintaining professional standards of behaviour and communication at all times: respecting confidences and upholding the reputation of CCC and LCCiP • Commitment to working within a team/membership organisation • Commitment to Equal Opportunities and social inclusion • Emotional resilience • Sensitivity and responsiveness to people’s emotional and social health while mindful of the organisation’s overall objectives and wellbeing • Ability to adapt quickly to new circumstances • Willingness to take responsibility • Willingness to reformulate plans when circumstances change 	

Application notes

Please write a covering letter setting out how you meet the requirements of the position, and submit electronically, together with a CV and the details of two referees (preferably former/current employers, whom we shall approach with discretion), to evie@croppsinpots.org by noon on Tuesday 5 May 2020. Applicants selected for interview will be notified of the time of their interview by 8 May 2020.