



Recruitment of freelance Fieldworker

About this post

We are looking to recruit a Glasgow based freelance fieldworker to help deliver '**Growing Communities in Scotland**', a Big Lottery-funded partnership between Trellis, the Federation of City Farms and Community Gardens, and the Allotments Regeneration Initiative.

The Post-holder will work for both the FCFCG and Trellis, under the partnership's Fieldwork Co-ordinator- Vicki Ferguson and be part of the team providing advice and support to community and therapeutic gardening projects across Scotland, and organising regional gatherings and training events.

We currently have 7 fieldworkers, who have a range of skills to reflect the different aspects of support that may be required but are looking for one more to support community and therapeutic gardens within Glasgow and the West of Scotland. We will prioritise applications from people who have experience working on city farms, community gardens or therapeutic gardens.

We are not recruiting for fieldworkers to work with allotments, however the ARI project has a complementary Mentor Network, which works with allotments. If you are interested in becoming an ARI Mentor please contact ARI ari@farmgarden.org.uk or 0117 9631551

Work will be offered to fieldworkers taking into account their specific skill-sets and their availability, which might vary from several hours to several days per year (average 6- 10 days /year). Fieldworkers will be able to accept or turn down the work that they are offered as they wish.

The enclosed job description gives details of the general responsibilities of the post. Following a short interview, the successful applicant will be required to undertake some training, full expenses for which will be paid (see below for further information).

About 'Growing Communities in Scotland'

'Growing Communities in Scotland' is a 4-year programme funded by the Big Lottery Fund Scotland to promote, support and develop the community gardens, city farms, therapeutic gardens and allotments regeneration in Scotland. Launched in June 08, the programme presents an exciting opportunity for the three partners to focus and develop support services for community gardens, therapeutic gardens and allotments. The partnership offer a wide range of services to the groups within their respective networks and membership. This includes running network meetings, organising conferences, regular publication of newsletters and e-bulletins, a query and advice service, publishing briefing papers and working with policy makers, funders and the public to highlight the benefits of community growing projects. The partnership has just launched a bursary scheme that will enable projects to visit and learn from other projects. The Fieldwork team will enable the partnership to offer more localised support to projects, both within the networks and the increasing number of new projects that being developed across Scotland.

Interest and enthusiasm for such projects is increasing daily, and this is a great opportunity to be a part of a team that will support, enable and empower these groups throughout Scotland.

About FCFCG

The Federation of City Farms and Community Gardens is the representative body for community groups working with local green space through farming and gardening. It is a small, flexible and dynamic UK charity, managed by a Board of 11 trustees, with an annual turnover of over £600,000. The Federation employs three staff members in Scotland, with a further 31 working across England and Wales. The Federation currently has more than 20 fieldworkers in post across the UK.

Website: www.farmgarden.org.uk

About Trellis

Trellis is the national Scottish charity for therapeutic gardening, managed by a board of 12 directors and based in Perth. Trellis employs a team of five staff who provide support services to its network of projects across Scotland, including network meetings and an information service. As the representative body for therapeutic horticulture in Scotland, Trellis works with government, the media and the public sector to raise awareness of gardening's benefits and the work of our projects.

Website: www.trellisscotland.org.uk

About ARI

The Allotments Regeneration Initiative was launched by FCFCG in 2002 in order to support the regeneration of allotment sites across the UK. The initiative has been hugely successful; the take-up of allotments has significantly risen and they now benefit from a greater public profile. The initiative now offers direct support to allotment associations through expert allotments advisers (the Mentor Network), through the provision of online and printed good practice materials and by facilitating regional forums for local authority allotments officers.

Website: www.farmgarden.org.uk/ari

Fieldworker training

Fieldworkers are highly valued for the face-to-face support that they can provide to groups. In order to maintain the quality of service that fieldworkers provide, there will be some initial training for new members of the team. In brief, this covers:

1. The services and resources that the partners provide.
2. Core skills of benefit to effective fieldwork, including facilitation, consensus building and communication skills.
3. Information about other organisations/appropriate signposting to other services.
4. Good practice, including health and safety.

Growing Communities in Scotland

A Partnership between Trellis, the Federation of City Farms and Community Gardens, and the Allotments Regeneration Initiative, funded by the Big Lottery.

Job description: Fieldworker

Responsible to	Fieldwork Co-ordinator
Job purpose	<p>To provide support and advice that enables community gardens, therapeutic gardens and city farms to develop their potential. To facilitate networking and the sharing of good practice, including through site visits.</p> <p>Fieldworkers are freelance workers. There is no obligation for work to be offered and you are under no obligation to accept it on any given occasion. Where accepted, a piece of work should be in line with the job description below.</p>

Responsibilities and key tasks:

- Complete work as agreed with the Fieldwork Co-ordinator.
- Travel as required and attendance at meetings, conferences, and training by agreement.
- Deliver general advice and support during site visits and via telephone, letter or email communication.
- Support networking, guided visits, exchange visits and the spreading of good practice.
- Help to organise and facilitate regional networking events and seminars by agreement.
- Advise the Fieldwork Co-ordinator of concerns and opportunities noted during field visits or other contact with the groups you are allocated to work with, and to complete a field visit report for each site visit.
- Meet agreed priorities and deadlines.

General duties:

- Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.
- Work effectively and considerately to promote the aims and objectives of the partnership and present the partnership positively to members and the public.
- Abide by the partnership's policies and endeavour to follow good working practice at all times.
- Undertake appropriate training as agreed with the Fieldwork Co-ordinator.

Further information:

Status:	Owing to the sporadic nature of the work involved, Fieldworkers are legally classed as freelancers. There is no obligation for the partnership to offer work, or for you to accept it on any given occasion.
Payment:	The rate of pay is £125 per day (pay review pending), based on a 7.5-hour working day. Payment will be made on submission of an invoice, sent to the Fieldwork Co-ordinator to approve. You are responsible for paying your own national insurance contributions and income tax, and will complete annual tax returns.

Growing Communities in Scotland

A Partnership between Trellis, the Federation of City Farms and Community Gardens, and the Allotments Regeneration Initiative, funded by the Big Lottery



Expression of interest: Fieldworker

Full name

Home address

Contact telephone number(s)

Email address

Have you any criminal convictions? *If yes, please give details on a separate sheet. This will not affect your application where not relevant to the job.* **Yes / No**

Current Employer

References *Please give details of two referees:*

Full name

Address

Postcode

Telephone

How is this person known to you

Full name

Address

Postcode

Telephone

How is this person known to you?

Declaration *I declare that to the best of my knowledge the above information is correct.*

Signed

Date

Please provide a brief summary of your experience of community gardens, therapeutic gardens, city farms and/or any other experience that you think is relevant?

(Note that a separate form is provided on which to record your skills & expertise)

Are there areas of responsibility in the job description for which you may require special training or induction?

Please return this form to:

**Vicki Ferguson, Fieldwork Co-ordinator
C/o Trellis, 40 St John Street, Perth, PH1 5SP
Email: vicki@trelliscotland.org.uk**

Skills and expertise form

Please use the categories below to assess your skills and expertise. Your responses will be used as a general guide rather than an exact assessment, so if you are unsure just take your best guess.

None – you have no knowledge of this (leave blank)

Basic (B) – some general/background knowledge (eg you can use Word, or know about different types of funding available to our sector).

Medium (M) – general knowledge (whether self-taught or through a training course), that could be passed on to another person/s (eg you have direct experience of successful fundraising, with a knowledge of specific funding sources available to our sector).

High (H) – considerable knowledge (self-taught or through a training course or series of courses), which you would be confident to pass on to another person/s (eg extensive knowledge of specific funding sources, criteria and approaches)

Qualification – please specify any courses or qualifications you have completed for each field

1. Governance and Management	Skill level	Qualification	Comments/examples
Land tenure - leases, licenses etc			
Contracts - service level agreements			
Contracts - other			
Constitutions/legal status of organisations			
Running a limited company			
Running a charity			
Developing business plans			
Developing business systems			
Developing policies & procedures			
Implementing policies & procedures			
Equal opportunities			
Health & safety/risk assessment			
Organisational risk assessment			
Quality standards			
Financial management			
Accountancy			
Fundraising			
Social enterprise			
HR/Employment law			
Team building			
Line management skills			
Effective communication			
Project management			
Monitoring and evaluation			
Mentoring			
Facilitation			
Working with management committees			
Being a trustee			

2. Community development	Skill level	Qualification	Comments/examples
Community involvement			
Community work			
Consultation processes			
Working with volunteers			
Working with young people			
Working with children			
Working with older people			
Working with ex-offenders			
Working with people with learning difficulties or learning disabilities			
Working with people with mental illness			
Working with substance misusers			
Working with people who are unemployed			
Working with minority groups			
Recruiting and managing volunteers			
Education/teaching			
Adult education			
Environmental education			
Play work			
Art and Arts Development			
3. Therapeutic Gardening	Skill level	Qualification	Comments/examples
Health Qualification (e.g. RGN, OT Dip or degree, Physiotherapy)			
Social Work qualification			
Social care qualification			
Counselling or psychotherapy qualification or experience			
Psychology, community health, health promotion or other relevant course/qualification or experience			
Training in dealing with challenging behaviour			
Experience of working in a therapeutic gardening project			
Experience of working with people with physical disabilities or sensory impairment			
Experience of working with people who have had a stroke, head injury or other trauma			
Experience of working with prisoners			
Experience of working with people who have dementia			
Experience of working with people with serious illness			
Experience of adapting gardening activities to suit any special needs group			

Other horticulture qualifications please indicate in section 6			
Other care/health quals/experience please detail in section 2, 5 or 7.			

4. Work with other organisations	Skill level	Qualification	Comments/examples
Partnership working/networking			
Working with government departments			
Working with local authorities			
Learning and skills councils			
Local health authorities			
Probation service			
Early years services			
Youth services			
Community development organisations			
Other statutory bodies (please specify)			
NGOs (please specify)			

5. Personal skills	Skill level	Qualification	Comments/examples
Training and qualifications			
Degree level qualifications (please specify)			
Post-graduate qualifications (please specify)			
Vocational training (please specify)			
Training the trainer			
Communications, publications			
Press/media work			
Public relations			
TV, radio interviews			
Presentation skills, public speaking			
Writing			
Publications production			
Photography			
Graphic Design			
Marketing			
Research skills			
Data analysis			
Carrying out feasibility studies			
Events organising			
Organising small events			
Organising large events			
Organising or co-ordinating workshops			

ICT			
Using a computer			
Database programming			
Server administration			
Software configuration			
Hardware configuration			
Other			
Environmental issues			
Alternative technologies			
Sustainable development			
International development			
First aid-Please say if is current and if so when this expires.			

6. Animals, food growing and landscape	Skill level	Qualification	Comments/examples
Animal husbandry - sheep			
Animal husbandry - goats			
Animal husbandry - cows			
Animal husbandry - horses			
Animal husbandry - pigs			
Animal husbandry - poultry			
Animal husbandry - rabbits			
Animal husbandry - beekeeping			
Animal husbandry - other (please specify)			
Animal welfare law			
Buying/selling livestock			
Transporting livestock			
Biosecurity (re infectious diseases)			
Organic principles			
Rare breeds			
Horse riding			
Dairy processing			
Wool/spinning			
Allotment gardening			
Allotments technical/legal			
Land management			
Food growing - commercial (please specify)			
Food growing - local			
Community gardening			
Orchards			
Horticulture - commercial (please specify)			
Horticulture - gardening			

Horticulture - wildlife gardening			
Horticulture - therapeutic			
Farming - therapeutic			
Landscaping			
Permaculture			
Wildlife conservation			
Woodland management/coppicing			
Composting/wormeries			
Derelict land			
Contaminated land			
Construction/building			
Operating machinery			
Food hygiene			

7. Other relevant skills/experience not already mentioned	Skill level	Qualification	Comments/examples