

# Parklea Branching Out



Parklea Branching Out is a voluntary sector organisation based in Port Glasgow offering training and skills development opportunities within a horticultural environment to individuals and groups with learning disabilities, mental health issues and young people with a disadvantaged background.

The organisation is currently undergoing expansion and re-development of its structure and service and is looking for 2 horticultural instructors. Experience of working with people within a health or social care environment would be an advantage but is not considered essential. Candidates should possess A1 or current D32/33 assessor award **or** must be willing to work towards the A1 assessor award.

## 2 Horticultural Instructors

Salary £18,500 – £19,500 Full Time Position initially for 3 Years

Two experienced horticulturalists capable of delivering our training programs up SVQ level II horticulture, to all clients of the service. You will be required to have, as a minimum, a level 3 or 4 qualification in a horticulture discipline. As part of the Parklea team you will have responsibility to maintain, develop and expand our gardens, develop and maintain contract work off site and contribute to the dissemination of information to the general public, teachers, school children and other relevant groups who use the site as an educational venue.

A full driving licence is essential for this post.

Closing date for application: Monday 27<sup>th</sup> April 2009

**For applications and full job description please contact**

**Darren Murray on 01475 744516 or**

**Email: [parkleaassociation@fsmail.net](mailto:parkleaassociation@fsmail.net)**

**Or visit our website: [www.parkleaassociation.org.uk](http://www.parkleaassociation.org.uk) for more information and a downloadable application pack**

**Closing date for applications: 27/04/09**

**Successful candidates will be required to undertake an Enhanced Disclosure Scotland check**

# **PARKLEA BRANCHING OUT**

Job Description for the post of

## **Horticultural Instructor**

Salary £18,500-19,500 Full Time Position initially for 3 Years. This post is subject to successful applicants completing a probationary period of 3 months.

Parklea Branching Out is a voluntary sector organisation offering training and skills development opportunities within a horticultural environment to individuals and groups with learning disabilities, mental health issues and young people with a disadvantaged background.

The organisation is currently undergoing expansion and re-development of its structure and service provision due to funding secured through the Inspiring Scotland 14:19 fund. We are seeking to recruit 2 people with horticultural experience and qualifications.

Experience of working with people within a health or social care environment or similar would be an advantage but is not considered essential. Candidates should possess An A1 or current D32/33 assessor award or must be willing to work towards the A1 assessor award.

### **Aims of post:**

- To assess current training delivery and the training needs of existing and new clients and groups.
- To plan and present programmes of work activity and training to all clients.
- To assist/support staff and volunteers to explore new and different methods of the delivery of training.
- To assist with the horticultural maintenance and development of the Parklea gardens and future off site contracts

### **Main responsibilities**

1. Supervision of groups, trainees, service users and volunteers within the facility gardens, grounds, associated buildings, contract facilities and partner organisations off site.
2. Work with and support groups, trainees, service users and volunteers who have a range of learning and/or physical disability, mental health issues and young people with a disadvantaged background.
3. Develop horticultural projects liaising with and working alongside staff, volunteers and all client groups as appropriate at Parklea and to develop and fulfil outside contract work.
4. To ensure that a relevant programme of training is planned and offered to all clients and groups of the organisation.
5. To assist in the production of training materials as required to further the work of the organisation.
6. To maintain records of duties, training and work related projects and set up appropriate systems for monitoring and evaluation.

7. Contribute to the dissemination of information to the general public, teachers, school children and other relevant groups who use the site as an educational venue, and at other facilities off site.

### **General Responsibilities**

1. Ensure a health and safe place of work for all employees through maintaining Health and Safety Standards and Procedures throughout the Centre.
2. At all times carry out the responsibilities of the post within the terms of the Organisation's Equal Opportunities Policy.
3. To make a significant contribution to the Parklea Branching Out team.
4. To undertake any training that may be required.
5. To undertake any other duties appropriate to the post and, after consultation, as required by Parklea Branching Out.
6. Occasional weekend rota work during spring/summer.

### **Note:**

This job description is intended to provide a broad outline of the main duties and responsibilities of the post. A flexible approach in the discharge of the duties of the post is essential. It should be appreciated that the job content may change over time due to legislative changes, new technology or various other external factors. Every effort will be made to continually update the job description, but the post holder may be required on occasion to carry out such other duties as may be allocated by the centre management and these would be in the general context of the duties outlined above.

**Post Title: Horticultural Instructor**

**Accountable to: Centre Co-ordinator**

**For all posts:** All staff are required to comply with Parklea Branching Out Terms and Conditions of Service

All staff are required to familiarise themselves with all relevant Parklea Branching Out policies, guidelines and procedures and apply them in practice.

All staff must ensure a healthy and safe place of work for all employees, clients, volunteers and members of the public through maintaining Health and Safety Standards and Procedures throughout the Centre.

All staff members are expected to undertake any other reasonable duties and responsibilities appropriate to the post as may be required by management.

All staff must be willing to undertake further training.

All staff must be willing to participate in an occasional weekend work rota during spring/summer for plant care.

**General statement:** **The post holder will play an important role in the supervision, development, education and assessment to all clients of the service. Supervision, development, education and assessment of the Inspiring Scotland 14:19 clients will be a main function of this role**

**Main duties and Responsibilities** Participate in initial assessment, on going assessment, assessment reviews and participate in the generation of individual training plans tailored to individual aims, needs and aspirations of all clients.

To provide support, guidance and encouragement to all clients as part of individual training plans.

Supervise groups, trainees, service users and volunteers within the facility gardens, grounds, associated buildings and contract facilities and partner organisations off site.

Work with and support groups, trainees, service users and volunteers who have a range of learning and/or physical disability, mental health issues and young people with a disadvantaged background.

Develop horticultural projects liaising with and working alongside staff, volunteers and all client groups as appropriate at Parklea and to fulfil outside contract work.

To ensure that relevant programmes of training for all clients are organised, delivered, monitored and recorded to at least recognised Lead Body level and/or Parklea Branching Out standards.

To assist in the production of training materials as required to further the work of the organisation.

To maintain records and administrative systems of training and work related projects and set up appropriate systems for monitoring and evaluation in line with requirements of Parklea Branching Out and appropriate funding bodies.

Contribute to the research and dissemination of information to the general public, teachers, school children and other relevant groups within the community who use the site as an educational venue, and at other facilities off site.

To keep up to date with developments in own field, bring significant issues to the attention of the management and keep an up to date Personal Development Record.

**Qualifications**

A relevant horticultural qualification is essential.

Possession of an A1 or a current D32/33 assessor award is desirable. Candidates without this award must be willing to work towards the A1 assessor award.

**Experience**

Experience of working within the horticultural industry is essential for this post.

Experience of working in a training environment would be desirable but is not considered essential.

Experience of working with people within a health or social care environment would be desirable but is not considered essential.

**Skills/qualities**

Good communication skills with people of all levels and abilities are essential.

Excellent planning ability and initiative to carry out horticultural projects, tasks and duties are essential.

Be adaptable to change in a challenging work environment.

Be approachable and able to establish effective relationships and positive attitudes towards work and education.

Patience with and empathy for people with learning and/or physical disability, mental health issues and young people with a disadvantaged background.

A full driving licence is essential for this post.