

Job Description

Therapeutic Gardening Co-ordinator

This is a new position

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Cyrenians NHS Community Gardens

Cyrenians established two gardens: Royal Edinburgh Community Gardens at the Royal Edinburgh Hospital (REH) in 2010 and Midlothian Community Hospital Gardens at Midlothian Community Hospital (MCH) in 2012.

The garden sites are owned by NHS Lothian. The original vision for the initiative came from the then Chairman of NHS Lothian, Dr Charles Winstanley.

The vision was to create a great place for communities to grow together and to support wellbeing and recovery, with a particular emphasis on including people who might face barriers to being involved in such activities due to a range of complex needs.

The gardens offer opportunities for hospital patients, staff and visitors, as well as individuals and groups from the local community, to take part in a range of therapeutic activities. These take place in the gardens and also in the hospital wards, as well as other NHS operated sites in the Lothians. Activities include gardening, landscaping, running events, producing food to share and for sale, increasing the bio-diversity of the garden, and a range of Green Learning programmes focusing on nature and the outdoors.

Each garden is run by a Garden Co-ordinator and both are supported by the Gardens Service Manager, who oversees strategic operations.

Objectives of the Gardens

1. Improve the health of local communities, helping to reduce health inequalities by enabling patients, staff, visitors and volunteers to:
 - recover from ill health through therapeutic activities
 - spend more time outside
 - increase participation in physical activity
 - provide opportunities to engage with the natural environment
 - provide more opportunities for socialising
 - reduce stress
 - grow and eat more fruit and vegetables
2. Improve the experience of patients and carers, building the health of hospital communities through improving physical health, reducing mental ill health, helping build social connections and taking part in social events such as open days.
3. Work with NHS staff to increase the speed of patient's recovery and reduce the stigma of conditions such as mental health and learning disability.
4. Mainstream the use of the outdoors as a health-promoting resource that is applicable across life stages for prevention and treatment of multiple conditions.

Therapeutic Programme Delivery

An extensive programme of therapeutic gardening and nature-based activities is delivered by gardens staff, and trainees, and is supported by volunteers.

Workshops include gardening, nature-based and sensory activities, mindfulness, growing and cooking food, garden design, composting, climate change and environmental impact, garden design, woodland management and art therapy. We also deliver the John Muir environmental award as part of some of our programmes.

This role will co-ordinate the delivery of our Patient Engagement programmes (funded through NHS contracts) and a new programme of activity funded by the Green Infrastructure Community Engagement Fund. Activity takes place on wards, and in the gardens.

Some of the key NHS services we work with are as follows:

- Mental health (acute and rehab)
- Dementia and older people's mental health
- Brain Injury
- Rehabilitation Service - orthopaedic injuries, limb amputation
- Learning Disability
- Lanfine Service - Progressive neurological conditions
- Forensic Medicine
- CAMHS / YPU
- End of Life care

2 Main Aims

Enabling Participation

- Promote programmes in the hospital and in the community to attract and recruit participants
- Manage rotas for sessional staff and volunteers
- Deliver workshops in composting, climate change and flood prevention, and woodland management
- Lead co-design workshops with patients and hospital staff in improving green infrastructure
- Deliver celebration events to launch improved green spaces across hospital sites
- Order supplies within budget and manage petty cash, providing regular updates to the Service Manager, and linking in with the Finance team when necessary
- Promote gardens programmes to external community groups

Risk Management

- Ensure that Health and Safety requirements, policies and procedures for the gardens and hospitals are adhered to and evidenced, including risk assessments for all activities
- Ensure all staff and volunteers are trained and aware of health and safety requirements and responsibilities, and that this is recorded.
- Ensure management of tools, equipment and any other assets
- Ensure proper incident reporting systems are followed

Partnerships

- Work with Cyrenians staff in the gardens and across services, looking for new and effective ways of working together.
- Link in with key partner agencies to deliver project outcomes, including The Conservation Volunteers, John Muir Trust, Edinburgh & Lothians Greenspace Trust
- Build relationships with clinical staff across sites, attending meetings when required
- Contribute to therapeutic Gardening conversations by attending events, training and meetings

Line Management – Patient Engagement Sessional staff

- Manage the team of casual staff, within the relevant HR policies and procedures of the charity
- Ensure that staff have the skills and learning opportunities to be highly effective in their roles
- Lead team meetings

Volunteers and students

- Participate in the recruitment, training and retention of patient engagement volunteers with support from Cyrenians Volunteering Support Officer, and the Garden Co-ordinators
- Managing volunteers to deliver the highest quality service, ensuring that there is a strong culture and practice in learning development, creating a supportive environment so people can progress
- Provide meaningful placements for a small number of clinical students and provide support and guidance

Reporting

- Record participation, volunteer hours and qualitative evaluation on a regular basis
- Complete draft internal reports, and reports to funders, in consultation with the Service Manager and in line with the Service Plan

Measuring Impact

- Work to continuously improve evaluation systems for all activities that are inclusive and take into account views of all clinical staff, patients, carers and volunteers
- Provide case studies and other qualitative data for reporting

Service Development

- Contribute to the annual service planning process
- Liaise with the Gardens teams for continuous improvement of the project
- Work within service policies and procedures, ensuring best practice
- Contribute to the development of additional activities and therapeutic interventions as/when funding and resources allow, responding to need from clinical teams as it arises
- Work with Service Manager to develop new business/funding streams

3 Person Specification

Knowledge and Experience	
Proven gardening and food growing skills in a therapeutic setting	Essential
Knowledge of biodiversity, woodland management and the benefits of outdoor learning	Essential
At least 2 years of experience working with people with mental health issues and /or older people's services/learning disability	Essential
Proven experience of designing and delivering group learning and/or accredited learning programmes	Essential
Experience of coordinating a large programme of activity	Essential
Experience of supporting staff and volunteers	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Reporting skills and experience of gathering statistical information and producing case studies and qualitative reports	Essential
Experience of managing a budget	Desirable
Skills	
Excellent IT skills	Essential
Excellent organisational skills	Essential
Excellent interpersonal skills	Essential
Qualifications and training	
Driving License	Desirable
Qualification in horticulture or environmental learning programmes	Desirable
SVQ or equivalent to level 3 or above	Desirable
Values and attributes	
Able to demonstrate Cyrenians values of respect, integrity compassion and innovation	Essential

Committed to supporting those who face disadvantage or stigma	Essential
The ability to lead, motivate and inspire learners, staff, volunteers, referrers and other partners	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Ability to prioritise competing workloads	Essential
Organised, positive, flexible and 'can do' attitude	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Gardens Service Manager
<u>Liaison with:</u>	Hospital staff, Cyrenians staff, Partnership groups
<u>Workplace:</u>	Royal Edinburgh Community Gardens, Royal Edinburgh Hospital
<u>Working Hours:</u>	21 hours per week (3 or 4 working days, negotiable)
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	Scale point 23: £22,538 per annum pro rata. This equates to a pro-rata salary of £12,791 for a 21 hour week.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 3% employee and 2% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Duration:</u>	Funding initially until 30 th September 2019
<u>Disclosure:</u>	PVG membership required

5 Application Deadline and Interview Dates

<u>Closing date:</u>	12 noon on Friday 3 rd September 2018
<u>Interview date:</u>	10 th September 2018
<u>Second stage:</u>	TBC