



Rosyth Community Projects Limited (EATS Rosyth)

Greenspace Co-ordinator - Job Description and Person

Specification Post Title: Greenspace Co-ordinator

Contract: Fixed term-part time post (.5FTE) for 6 months (until April 2023) with a potential to extend contract subject to funding

Salary: £25,000 (Pro-rata £12,500)

Pension: 3% employer pension contribution with employee making 5% contribution

Hours of work: 18.75 hours per week on a flexible basis that may include some Saturdays/Sundays/Evenings, fixed term post until April 2023. Initial probationary period of 6 months applies.

Holidays: 28 days holiday, plus 5 public holidays, per annum pro rata

Location: Rosyth – but some travel around Fife may be required

Reporting to: Greenspace Development Manager, EATS Rosyth Board of Management.

About us

Rosyth Community Projects Limited is a registered charity based in Rosyth, known locally as EATS Rosyth. We operate a Community Hub in Rosyth, as well as a Community Garden and Centenary Orchard. We provide opportunities in Rosyth for growing, cooking and sharing food. We seek to increase the sense of community in the town through volunteering, education, and community-led activity. We are committed to enabling a diverse range of local residents, volunteers and visitors to participate in our resources to learn, share and enjoy with the aim of bringing about personal growth and a greener community.

Main Purpose of Post

Our Greenspace Coordinator will work together with the Greenspace Development Manager to run programming in our greenspaces, as well as facilitate the maintenance and care of the garden and orchard. This will include the running of existing groups/classes/activities, running community events, running targeted and casual volunteering sessions, and working alongside our regular volunteers to maintain and grow food within our Greenspaces. The successful candidate will have a strong working knowledge of vegetable gardening (including growing in greenhouses and polytunnels across all seasons), and have a confident working knowledge of the care and maintenance of fruit trees and various fruiting bushes and vines. They will be confident working closely with volunteers, and have a passion for bringing out the best in each of them. They will be confident when leading large and small groups in both educational and social activities. They will work sensitively with a diverse range of service users.

They will work closely with the Hub team to develop a food-growing plan for the new Community Cafe. They will work closely with the Greenspace Development Manager to help develop a 3-year Masterplan for the greenspaces.

Our Greenspace Coordinator will work closely with the people of Rosyth, with a strong focus on involving the community in every step of the gardening process.

Main Duties

- Work with our Greenspace Development Manager to deliver activities that engage the community of Rosyth with positive opportunities to learn, understand and take action
- Deliver a wide programme of events, courses, classes and activities in the Greenspaces
- Be a welcoming and approachable face of EATS Rosyth in all interaction with the public
- Engage and work with our community in a way that empowers local people to take ownership of their learning
- Attend local events and groups to promote the work of the project and programmes of activities
- Assist with the recruitment, coordinating, support and supervision of our volunteers
- Ensure all relevant health and safety standards are met in relation to your personal safety, the



safety of volunteers, visiting school or community groups and member of the public using the greenspaces

- Be responsible for the proper use, maintenance and safe storage of all plant, machinery, tools and equipment
- Engage with other local community growing groups
- Adhere to EATS Rosyth's policies and procedures

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time and reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the organisation's business.

Person Specification

Essential requirements:

- Extensive horticultural experience, confident in growing fruits and vegetables on a large scale across all four seasons
- Enthusiasm about the natural world and a desire to share this with others
- Experience working with volunteers
- Successful track record of volunteer management
- Confident working with the general public (speaking to large groups, representing the organisation at events)
- Confident working with people with additional support needs
- Confident working with people facing barriers to inclusion
- Ability to run classes and courses independently
- Confident cook, with experience cooking with and in front of others
- Experience working with children and family groups
- Sensitive to the mental health and wellbeing of volunteers - with the ability to support and signpost when necessary
- Experience leading and engaging a diverse range of people
- Ability to respect the efforts and choices of volunteers at all times and offer a level of support appropriate to their needs and aspirations
- Sensitive to community issues, values and demographics
- Reliable and organised
- Able to prioritise effectively

Desirable requirements:

- Previous experience of working in the third sector
- A valid driving licence
- First Aid Qualified
- Level 2 Food Safety and Hygiene

Key attributes:

- Friendly and approachable
- Proactive and self-motivated
- Willing to work flexible hours including weekends
- A personal commitment to organisational excellence
- Displays honesty, integrity and a strong sense of ethics in all actions and decisions

For further information on the project visit www.eatsrosyth.org.uk or on Facebook at www.facebook.com/rosythcommunityhub & www.facebook.com/eats.rosyth. For any queries please email: info@eatsrosyth.org.uk



Closing date for applications is **Monday 10 October at 5pm**
Interviews will be held w/c 17 Oct 2022

All applications to be made on Job Application form. CVs will not be accepted.
Applications preferred via email to: info@eatsrosyth.org.uk or alternatively marked **Private and Confidential** to:

Greenspace Coordinator
Rosyth Community Projects Limited
8 Aberlour Street
Rosyth, KY11 2RD

Rosyth Community Projects Limited is an equal opportunities employer and a registered Charity. All personal information supplied as part of this application process for employment will be held and used in strict accordance with GDPR policies.