

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Horticulture Officer</b>
<b>SALARY BAND</b>	MEC Band 8 (£21,577 to £23,237)
<b>HOURS</b>	18.5 hours (2 ½ days) per week 1 year fixed term contract Work outside normal office hours may be required for which time off in lieu will be granted.
<b>RESPONSIBLE TO</b>	Senior Projects Manager
<b>RESPONSIBLE FOR</b>	N/A
<b>LOCATION</b>	MEC, Sandy Flatts Lane, Acklam, Middlesbrough, TS5 7YN. Travel around the local area will be required as may travel in the UK from time to time.
<b>JOB PURPOSE</b>	To deliver the Growing Active project

**Growing Active** is a pilot project working with community organisations and residents to share skills around horticulture and growing to support existing community programmes, such as alley regeneration, green space regeneration and community gardens & Allotments. The project will focus on training and skills sharing to support communities and community organisations to establish sustainable delivery of greening and growing programmes that support people to be active, not to deliver the activities themselves.

### MAIN DUTIES AND RESPONSIBILITIES

- To take day to day responsibility for the delivery of the Growing Active project in line with the delivery plan to ensure that the identified outcomes are met.
- Deliver training (informal and/or accredited) and awareness raising initiatives with a range of participants and partners and run pilot initiatives to achieve the outcomes of the project.
- To provide sound horticultural advice to community groups, and coordinate hands on workshops to facilitate the sharing of greening and horticultural skills and knowledge.
- To work closely with and manage the relationship with the formal project partnerships and look to expand partnerships.
- Keep records of all activity undertaken and participant engagement to assist in project evaluation and contribute to the preparation of reports.
- To ensure the safety and well-being of all participants involved in the programme, ensuring that appropriate risk assessments, safety checks have been undertaken and all appropriate policies complied with.
- Support MEC and project partners in communicating and disseminating progress and achievements of the projects through a variety of channels, including social media.
- Coordinate regular meetings with the formal partners to share progress, identify gaps in provision and reduce duplication

In addition to these duties, all staff are expected to:

- Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
- Assist with other aspects of MEC's work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
- Ensure that the requirements of the company's Health and Safety policies and procedures are practised and observed.
- Ensure that the requirements of the Company's Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
- Attend training as required to continue to undertake and develop the role effectively.

- Contribute to Middlesbrough’s Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.
- As this post involves work with children and vulnerable groups, any appointment will be subject to a Disclosure under the Disclosure and Barring Service.

## PERSON SPECIFICATION

Main Attribute	Detailed Attribute	Essential	Desirable
Qualifications	Good general education	✓	
	Qualification in horticulture		✓
	PTLLS or other education qualification		✓
Knowledge & Experience	Good level of knowledge and experience in horticulture	✓	
	Previous experience of delivering sustainability-based campaigns and/ or initiatives		✓
	Experience of managing initiatives involving a range of partners	✓	
	Understanding of whole system approaches to addressing complex issues		✓
	Delivery of training and/or awareness raising programmes	✓	
	Experience of contributing to project evaluation	✓	
	Financial management experience		✓
Personal Attributes	Personal enthusiasm to tackle the climate crisis	✓	
	Personal enthusiasm to support communities to partake in growing and greening activities	✓	
	Excellent organisational skills	✓	
	Excellent written and verbal communication skills	✓	
	Ability to work as part of a team	✓	
	Ability to organise and prioritise workload and work on own initiative	✓	
	Ability to work under pressure and ensure deadlines are met	✓	
	Ability to find solutions to administrative problems	✓	
	Ability to maintain accurate records and filing systems	✓	
	Ability to produce clear reports	✓	

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