



## Role Profile

<b>Job Title:</b> Horticulture Tutor	<b>Location:</b> Beverley
<b>Reports to (Role):</b> CEO	<b>Full Time / Part Time:</b> Part Time (3 days/week). Hopefully progressing to full time in the future
<b>Salary:</b> Circa 22 - 25k (FTE) – £13.5 – 15k pro rata for initial 22.5 hours/week	

<b>Role</b>
<p><b>Overall Purpose</b> To develop the horticulture project, including liaison with stakeholders and supervision and training of participants and volunteers</p>
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Liaising with key partners to agree scope of work.</li> <li>• Liaising with a steering group of stakeholders.</li> <li>• Supervising and training volunteers and trainees.</li> <li>• Developing a pool of volunteers to support the project.</li> <li>• Maintaining and developing the horticulture sites to a high standard.</li> <li>• Ensuring healthy and safe operations on site with appropriate risk assessments in place.</li> <li>• Maintaining tools and plant stock.</li> <li>• Organising the supply of plants, disposal of rubbish and grass cutting through East Riding of Yorkshire Council.</li> <li>• Transporting plants and trainees, as appropriate.</li> <li>• Development of community training and horticulture workshops for the public.</li> <li>• Sourcing suitable suppliers for tools and equipment.</li> <li>• Assisting at events through promoting the project and R-evolution in general.</li> <li>• Maintaining sound relationships with partner community organisations.</li> <li>• Liaising with the R-evolution Life Coach, as appropriate.</li> <li>• Ensuring paperwork is complete, circulated and stored appropriately.</li> <li>• Providing information and expertise for reports.</li> <li>• Any other duties relevant to the level of this post as reasonably requested.</li> </ul>
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Supervises volunteers and trainees</li> </ul>

**R-evolution policies that must be followed in this role**

- Adult Safeguarding
- Child Protection
- Equality and Diversity
- Health and Safety
- Information Governance and Data Protection
- Preventing Radicalisation
- Slavery and Human Trafficking
- Other employment-related policies

**Key Performance Measures**

- Enhancement of gardens (Feedback from stakeholders and steering group)
- Retention of volunteers and trainees (life coaching and exit feedback)
- Number of stakeholders engaged (quantity, quality and feedback)
- Number of informal qualifications obtained by members of the public (target: 16 in 2019)
- Number of accredited qualifications obtained (target: 6 in 2019)
- Number of health and safety incidents (target: zero)
- Quality of supervision and training provided (feedback from trainees)

**Person Specification****Formal Qualifications**

- Good secondary education preferred
- Level 2 certificate in horticulture
- Teaching/trainer qualification preferred

**Skills**

- Skilled horticulturist
- Training and supervisory skills
- Essential that the applicant has a full driving license

**Knowledge**

- Knowledge of safe systems of work
- Knowledge of relevant legal requirements including risk assessment, health and safety

**Experience**

- Substantial experience in horticulture (5 years +)
- Experience of supervising and training others

**Personal Qualities**

- Self-motivated
- Enthusiasm for horticulture
- Enthusiasm for helping disadvantaged individuals and communities
- Sound partnership development skills
- Positive attitude and enthusiasm

<b>Other Information</b>
<b>Salary Range: initially £13.5k to £15k pro rata for 22.5 hours</b>
<b>Hours of Work: initially 22.5 hours</b>
<b>Other Relevant Information:</b> Although the project is based in Beverley and Willerby the R-evolution head office is in Cottingham and the post holder will need to attend meetings at all three locations from time to time.

<b>Date:</b> January 2019	<b>Version:</b> 1.0
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