



CLOSING DATE:
Thursday,
9th May 2013

J O B D E S C R I P T I O N

DEPARTMENT: **REGENERATION & HOUSING**

DIVISION/SECTION/UNIT: Culture and Tourism -
Development and Outreach

TITLE: Community Growing/Allotment Officer

POST NO: RG64626 **GRADE:** Scale 6

RESPONSIBLE TO: Coordinator Healthy Directions Swansea

1. MAIN PURPOSE OF JOB/JOB SUMMARY/OVERALL OBJECTIVE

- 1.1 Healthy Directions is a Community Health Development Team which develops and supports locally determined and delivered, food, growing and health related initiatives within Swansea. This is achieved through: raising awareness of growing and health related issues, improving access to food production & health related services, undertaking consultation and local research and building growing and health into local community development & regeneration. Healthy Directions is responsible for the Council's allotment provision and administration of the 'Grow Local' grant scheme.

2 SUMMARY OF MAIN DUTIES/KEY TASKS OF THE POST

- 2.1 To actively manage the Council's Allotment provision
- a) Provide support for Allotment Associations self managing Council Allotment sites
 - b) Manage, monitor and control the provision and letting of allotment plots
 - c) Manage waiting lists
 - d) Conduct regular site visits
 - e) Issue instructions for contractual works within allotment sites
- 2.2 To work with stakeholders to identify local need and to identify and engage relevant partners to develop and deliver initiatives which will create 'growing' spaces and improve the health of the local community.
- a) Be open and responsive to community needs
 - b) Identify local barriers to the creation of new 'growing' spaces
 - c) Undertake local consultation

- d) Develop and support community growing projects and engage relevant partners to progress these
- e) Administer 'Grow Local' Grant scheme
- f) Facilitate Community 'Growing' Network

2.3 To deliver a consultancy service to stakeholders

- a) Develop and maintain professional knowledge and skills
- b) Promote workforce development and training
- c) Deliver and enable learning in a range of contexts
- d) Raise awareness of the 'growing' agenda and contribute to the development of relevant local strategies and policy
- e) Develop and share good practice both locally and nationally

2.4 To demonstrate the effectiveness of the development of 'growing' spaces in the community by:-

- a) Establish an effective monitoring and evaluation process
- b) Work collaboratively when planning, implementing and evaluating projects
- c) Manage the expectations of a range of stakeholders
- d) Production of project reports for a range of audiences

2.5 To assist in the co-ordination of the Healthy Directions – Swansea to include:
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- a) Develop and implement project work plans
- b) Attend meetings on behalf of HDS and disseminate information to colleagues
- c) Identify opportunities for income generation and compile funding bids as appropriate
- d) Act as authorised signatory as required

3. HEALTH & SAFETY RESPONSIBILITIES

3.1 To undertake the Health and Safety responsibilities within the HASAWA 1974.

3.2 Employees have a duty of care;

- i) to take reasonable care for the health and safety of both themselves whilst at work and of other persons who may be affected by their acts or omissions (by what they do or do not do).
- ii) to co-operate with the employer so as to enable the duty imposed on them to be performed or complied with.
- iii) not to interfere with, or misuse, anything provided for their health, safety or welfare.

4. GENERAL DUTIES

- 4.1 To assist in the development of initiatives, e.g. Investors in People; Performance Management and Appraisal; Continuous Professional Development, etc.
- 4.2 To ensure that all activities are operated in accordance with Equal Opportunities

DISCLOSURE AND BARRING SERVICE

The Disclosure and Barring Service (DBS) has been introduced as a result of Part V of the Police Act, 1997 and will replace the current system of police checking (see attached notes). It should be noted that this post requires an Enhanced level of disclosure. Further information about the Disclosure Scheme is available at www.homeoffice.gov.uk/agencies-public-bodies/dbs/ or by contacting the Employee Vetting Team at the Guildhall, Swansea SA1 4PE.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly as part of the Performance/Appraisal process, and may be subject to other variance. You may be required to undertake other tasks that can be reasonably assigned to you which is within your capability and grade.

DATE PREPARED/ISSUED/REVIEWED: April 2013

SIGNATURE OF EMPLOYEE	SIGNATURE OF LINE MANAGER
Signed:	Signed:
Name:	Name:.....
Date:	Date:.....

**THANK YOU FOR APPLYING FOR A POSITION WITH
THE CITY & COUNTY OF SWANSEA**

Please note that this Department does not

- a) *acknowledge receipt of application forms and*
- b) *regret unsuccessful applications*

Therefore, as the normal recruitment and selection process can take up to six weeks, if you have not heard from us by this time, you should consider your application as unsuccessful.



PERSON SPECIFICATION

Post Title:	Community Growing/Allotment Officer	Grade:	Scale 6
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Department:	Regeneration & Housing	Section:	Development and Outreach
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REQUIREMENTS FOR SAFE AND EFFECTIVE PERFORMANCE

Education Qualifications	Appropriate management/community development/horticultural/growing qualification
Technical Competence	Representing the service unit/department at corporate and multi-agency meetings
Experience	Essential 1. Experience of community development / allotments / growing projects 2. An understanding of and / or experience of community health development. 3. Ability to work with a wide range of stakeholders. 4. Ability to develop and use training materials. 5. Experience of monitoring and evaluation of projects. 6. Effective liaison with external partners. 7. Project Management Desirable 1. Awareness of current issues and legislation relating to community growing / allotments and health. 2. A recognised health promotion / community development qualification.
Skills & Abilities	Candidates should already have a number of key skills and abilities which will enable them to carry out the duties effectively. Essential 1. Ability to liaise with and relate to people across a wide spectrum which includes members of the public, health professionals, managers and service users. 2. A commitment to the involvement of people in determining their own needs and influencing the decision making process related to their health.

Skills & Abilities Cont'd	3. Ability to seek innovative and relevant approaches to the development of community growing and allotments. 4. Good literacy, numeracy and research skills. 5. Ability to work on own initiative and as part of a multi-disciplinary team. 6. A commitment to equal opportunities and anti-oppressive practice. 7. Ability to demonstrate open minded and non-judgemental attitudes. Desirable 1. Ability to use word processor/computer packages. 2. Ability to communicate through the medium of Welsh both spoken and written.
Equal Opportunities	Candidates should have a commitment to the Council's Equal Opportunities Policy and an appreciation of how the Policy affects Council procedures and practices.
Special Requirements	DISCLOSURE AND BARRING SERVICE (DBS) The successful candidate will need to complete an enhanced DBS Disclosure Application for this post. METHOD OF TRAVEL Use of own car for which the post holder must be appropriately insured for business purposes. Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost effective method of travelling

DISCLOSURE AND BARRING SERVICE (DBS) DISCLOSURE CHECKS

The Disclosure and Barring Service (DBS), an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service.

This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

The DBS can issue 5 levels of Disclosure Certificates, depending on the position applied for, namely Standard, Enhanced, Enhanced with ISA check (children), Enhanced with ISA check (adults) and Enhanced with ISA check (children and adults)

Prospective applicants should be aware that before any offer of appointment is confirmed the successful candidate will be required to complete an application for the appropriate level of disclosure; the Authority will provide the relevant DBS Application Forms. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

The Authority actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience, and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with the Authority. It will depend on the nature of the position and the circumstances and background of the offence.

The Authority has a written Policy on the Recruitment of Ex-offenders, which complies with the DBS Code of Practice, and undertakes to treat all applicants fairly. The DBS's Code of Practice; the Authority's Policy on the Security of Confidential Disclosure information and; information on the Rehabilitation of Offenders Act 1974 is available from the Employee Vetting Team, Room 214, The Guildhall, SWANSEA SA1 4PE; Telephone 01792 637795

Further information about the DBS can also be found at www.homeoffice.gov.uk/agencies-public-bodies/dbs/