

Edible Estates CIC
JOB DESCRIPTION

Project Development Officer

RESPONSIBLE TO: Director

TERMS OF EMPLOYMENT: 35 hours/week. Fixed term contract from 1st October 2023 until the 31st March 2024. Later start date and part-time hours possible for right candidate/s. Extension of contract dependent on funding

SALARY: £28,181

BACKGROUND

Edible Estates is a not-for-profit organisation, our core operation is the development, construction and support of community gardens and other greenspace projects in Edinburgh's council estates. The nature of our projects lend themselves to training in joinery, landscaping and horticulture.

While the Project Development Officer may support a number of projects we deliver, their main responsibility will lie in the pilot project "Lend a Hand". The Lend a Hand programme aims to provide opportunities and support for individuals who are 50+ economically inactive and/or out of employment, to gain training, skills and experience in joinery, landscaping and horticulture by assisting in the construction and upkeep of community gardens and other greenspace projects around Edinburgh. We intend to create a positive training environment for participants, maximising opportunities for certificated learning and moving on to positive destinations whether through employment or further learning.

The goals of the Lend a Hand project include, but are not limited to, supporting individuals in reducing structural barriers into employment and skills provision, providing training opportunities and supporting people in gaining "life skills" (improved confidence, resilience or motivation, communication skills, activities which reduce social isolation or encourage appropriate employment related behaviours). Supporting people in becoming familiarised with employers' expectations, including standards of behaviour in the workplace, and supporting individuals to gain a qualification or complete a course.

PURPOSE OF JOB

We are seeking a development officer with strong employability skills and experience to support vulnerable people into employment or other positive destination. Knowledge of the employability issues is crucial for this role, as is experience in working with people facing a variety of barriers to employment. This role will involve working at the Edible Estate office as well as locations across Edinburgh. You will work as part of our team, with partner organisations and with employability key workers across the city.

The Project Development Officer would support the development, outcomes and quality of service of the Lend a Hand programme, and may also be involved in other projects run by Edible Estates. The role requires providing employability support to participants, supporting them to access training and wider services, with the ultimate aim of them getting into work or an alternative positive destination.

MAJOR TASKS/ACTIVITIES

Relationship & Contract Management

The Project Development Officer will liaise with partner organisations, employers and training providers to investigate and support pathways for further education and employment. This will include liaison and development of the service, drawing up and administering service level agreements, monitoring and evaluation, and report writing.

Employability Support & Certificated Learning

The Project Development Officer will manage referrals and build a caseload of participants, meeting with them to develop individual action plans, review, monitor and evaluate progress. They will develop a positive relationships with Lend a Hand teams, both the workshop leaders and participants.

They will work effectively with partner services and agencies to deliver group or individualised programmes to engage the most marginalised people and support them into a positive destination.

Expand the range of provision which is accessible through employability programmes including the development of further vocational activities.

Take a holistic approach to supporting individuals, developing a strong knowledge of the support services across the city that are available to signpost to.

Funding Applications

Where appropriate, the Project Development Officer will support the Chief Executive to prepare funding applications to support the Lend a Hand programme.

Monitoring & Evaluation

Through regular communication with partner organisations, Lend a Hand workshop leaders and where appropriate participants, monitor, evaluate and report upon the impact the Lend a Hand programme has upon the goals, wellbeing, learning and prospects of participants.

TEAM WORKING

Attend team meetings as required to report, discuss and develop the project.

Collate and report workshop participation info, and monthly reports to the Chief Executive.

OTHER

Provide support and direction to project volunteers.

Implement sensible and proportionate Health & Safety precautions to ensure safety of participants.

To operate within an Equal Opportunities Policy.

To carry out other reasonable duties deemed necessary by the Chief Executive.

DECISIONS MADE

The postholder will require to make frequent decisions on operational matters, decisions of a strategic nature are taken by the Director, and the Board of Edible Estates.

SUPERVISION RECIEVED

Regular employee supervision and support sessions will be available with the Director.

PERSON SPECIFICATION

Essential experience, knowledge and skills

Experience of working in an employability environment, adult learning and/or youth work experience setting.

Positive outlook and personable, excellent people skills, particularly with people with complex needs.

Ability to prepare and present reports

Ability work on own initiative

Ability to motivate others

Ability to build and maintain effective working relationships

Good project management skills, ability to prioritise and plan own work and that of others

Commitment to the aims and objectives of Edible Estates.

ICT literate

PVG Membership for Regulated Work with Children and Protected Adults, or willingness to obtain prior to a formal offer of employment being made.

Desirable experience, knowledge and skills

Experience of managing budgets and preparation of reports.

Experience of successful partnership working.

A related tertiary qualification.

Experience of working within disadvantaged urban communities.

Knowledge of local area.

Experience of using Mac computers.

Willingness to work some evenings and weekends as required.

A full UK driving licence.

Prepared August 2023.