

February 2012

Scotland Administrator (temporary)

Dear applicant,



Thank you for your interest in this post. Please find enclosed some background information and other details to help you decide whether to apply for the position, along with a job application form on which to apply. In the interests of equality CVs will not be accepted. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

Enclosures:

- Background information
- Job description
- Person specification
- Application form
- Equal opportunities monitoring form

Should you wish to apply, please note that the closing date for receipt of applications (by post to our Bristol office or by email to admin@farmgarden.org.uk) is **12pm Monday 20 February 2012**.

Interviews will be held at the FCFCG Scotland Office at **Gorgie City Farm, Edinburgh**, on **Tuesday 28 February 2012**. Candidates short-listed for interview will be informed by telephone by **Friday 24 February 2012**, so please ensure that you provide us with a phone number on which we can reach you on this date. We will not contact un-successful candidates.

If you wish to have an informal discussion about the post, please contact Helen Pank on helen@farmgarden.org.uk or tel: 0131 623 7058.

Yours faithfully,

Anna Nicholls
General Manager

February 2012

Background information: Scotland Administrator (temporary)



The Federation of City Farms and Community Gardens supports community groups to manage local green spaces, and through this supports communities to grow. We are a dynamic UK charity that has grown in size in recent years, and now has a team of six staff in Scotland and a further 30 staff across the UK.

FCFCG provides a range of resources, training and networking opportunities for community growing groups, including city farms, community gardens and community allotment plots. For example, in Scotland in 2011, we produced a briefing on community orchards, organised three training events (eg. setting up and sustaining a community garden), held ten regional networking events (jointly with our partner organisation Trellis) all over Scotland, and ran one national networking event for 120 delegates. We also promote community growing groups, their benefits and the challenges they face, to the public and policy makers, by attending external events and government working groups, and responding to consultations.

In 2005, when we first opened our office in Scotland, we had 17 members – we now have 75, and our regular e-bulletin goes out to more than 400 contacts. In response to this growing demand for our services our staff team in Scotland has grown. We now have six part time staff based in two offices in Scotland, complemented by a small team of freelance fieldworkers who provide local support to FCFCG members as required, normally for a few days each per year.

The Scotland Administrator's role is to support this small, but busy, team, in a cheerful, flexible and adaptable manner. All the Scotland staff are part time, and several of the team work remotely, so it's essential that the Administrator is able to work independently and manage their workload effectively.

This post is currently funded until March 2013, following which its continuation will be dependent on further funding being secured.

How we are structured

- FCFCG is a registered charity managed governed by a Board of eleven trustees, comprising elected representatives from city farms and community gardens. A Scotland Steering Group also oversees our work in Scotland.
- The Chief Executive has overall responsibility for the management of the charity, with day-to-day management of our work in Scotland delegated to Helen Pank, the Scotland Development Manager.
- In addition to our Scotland offices in Edinburgh, we have a UK office in Bristol, offices in London (covering London & the South East), Plymouth (South West), Coventry (The Midlands), Manchester/Newcastle (Northern England) Cardiff, (SE Wales), Pembrokeshire (SW Wales), Newtown (Mid-Wales) and Bangor (N Wales).

Job description:
Scotland Administrator (temporary)



- Responsible to:** Scotland Development Manager
- Responsible for:** Liaison with FCFCG staff, Scotland Fieldworkers and Mentors, occasional volunteers, staff from partnership organisations (eg: SAGS, Trellis)
- Hours:** 18.75 hours (2.5 days) per week, to include Tuesdays
- Location:** Gorgie City Farm, Edinburgh
- Duration:** Fixed term contract to 31 March 2013
- General information:** This post will provide admin support in Scotland for the Federation of City Farms and Community Gardens, and its associated work with allotments. The post may require liaison with several members of staff regarding day-to-day work delivery.

Job purpose:

To fulfil administrative functions including managing office systems, dealing with post and emails, typing, photocopying, ordering stock, managing information resources and assisting with events in Scotland.

Responsibilities and key tasks:

- Answer incoming telephone calls and respond to email enquiries efficiently and courteously, forwarding them on to other staff/volunteers as appropriate.
- Assist with general admin, including mail-outs, photocopying, ordering stationery and buying stamps.
- Provide administrative support to FCFCG staff, fieldworkers and mentors in Scotland, as directed by your line manager.
- Input data and make amendments to our database (CiviCRM).
- Maintain information resources in a tidy and accessible manner.
- Provide administrative and logistical support for events.
- Create and manage administrative systems and ensure that they run smoothly.
- Assist with researching, producing and updating publications as requested, including compiling regular e-bulletins.

General duties:

- Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.
- Work effectively and considerately with other employees and volunteers to promote the aims and objectives of FCFCG and present a positive image of FCFCG to members and the public.
- Abide by the FCFCG's policies and endeavour to follow good working practice at all times.
- Undertake such other duties as may be reasonably requested by your line manager or the Chief Executive, including completing appropriate training.

Further information:

- Salary: NJC Point 21, £19,126 pro rata starting salary.
- Pension: Five percent of above salary for standard contracted hours, following successful completion of your 3 month probationary period.
- Hours: 18.75 hours (2.5 days) per week, to include Tuesdays; actual hours by arrangement with your line manager. Occasional unsocial hours and weekend work will be required.
- Leave: 25 days annual leave pro rata plus bank holidays pro rata (based on a 37.5 hour week) by arrangement with your line manager and the FCFCG General Manager.
- Contract: Fixed term to 31 March 2013, with possibility of extension subject to funding. This post is funded by the Big Lottery Fund and the Scottish Government.
- Support: Regular work review sessions (every 4-6 weeks for part-time staff) and an annual appraisal will be held with your line manager. Contact with the other members of the FCFCG team will be via email, telephone conferencing and at team meetings (eg: staff development sessions) or other ad hoc, face-to-face meetings.

Person specification:
Scotland Administrator (temporary)

		Essential or desirable	How Assessed
1. Qualifications	GCSE (or equivalent) Maths and English passes	E	Application
2. Practical experience	At least six months experience in a busy office environment	E	Application + Interview
	Experience of organising events	E	Application + Interview
	Experience of working in the voluntary sector	D	Application + Interview
	Experience of working with volunteers	D	Application + Interview
3. Knowledge	Administrative systems	E	Application + Interview
	Use of the internet for research and communication	E	Application + Interview
	An understanding/knowledge of city farms, community gardens, and/or allotments	D	Application + Interview
4. Skills	Excellent verbal and written communication skills	E	Application + Interview
	Good writing style, grammar and proof-reading skills	E	Application
	Ability to handle a range of incoming and outgoing post and to process data accurately	E	Application + Interview
	Excellent PC skills, including a good working knowledge of Microsoft Office	E	Application + Interview
	Ability to work well in a team	E	Interview
	Experience of working with databases (eg CiviCRM)	D	Application + Interview
5. Personal attributes	Self-motivated, able to work unsupervised, to take initiative and to meet deadlines	E	Interview
	Highly organised, with good time management	E	Interview
	Responsible and reliable	E	Interview
	Pleasant and confident manner when dealing with the general public, community groups and other organisations	E	Interview
	Attention to detail	E	Application+ Interview