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**JOB TITLE: Delivery Officer – Horticulture**

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the north east of England.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Position Summary**

The Delivery Officer role is the primary role Springboard uses in order to undertake its training work. Delivery Officers carry out a wide range of functions including developing, tutoring and assessing relevant high quality programmes to ensure learners achieve and progress into further training or employment

Specific elements of work for individuals are detailed in the attached job description.

**Conditions of Employment**

Position: Delivery Officer - Horticulture

Responsible to: Study Lead

Salary range: £21,332 – 23,110

Hours: 37.5 hours per week

Contract Term: Non temporary

Location: Hetton Lyons Country Park, Hetton. (All Delivery Officer roles may have a peripatetic element due to the needs of learners.)

Leave: 25 days per annum, pro rata, subject to local conditions, plus statutory holidays.

All posts will be subject to DBS check. A copy of our Ex Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Job Description**

The horticulture programme is delivered from Hetton Country Park. In partnership with the local council, Springboard maintains the woodland plantations, small scale grass cuttings/strimming in the park and covers hard and soft landscaping, machine maintenance, amenity work, cleansing and other activities relevant to the horticulture industry. The successful applicant will have a flexible attitude towards learning and developing young people’s skills in the Horticultural arena. They will use the park for work-based experience for learners and in turn contribute to fulfilling Springboard’s obligations to Sunderland City Council.

The Horticulture Skills Project will work with young people aged 16 -19 and 19+ with different ranges of ability from level 1 up to apprenticeship standard. We expect applicants to be able to work not only with young people but also with potential employers. The person appointed will demonstrate enthusiasm and motivation, be a “hands on” person who can encourage young people to engage in this project and develop valuable skills to help them progress into employment in the horticulture sectors and/or into further training.

**Key responsibilities and accountabilities**

Springboard operates in a demanding and often changing environment. Members of staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be regarded as fully comprehensive:

* Supervise a cohort of learners in the field of horticulture.
* Develop, tutor and assess learners in meeting their learning goals in line with awarding body requirements.
* Encourage and secure learner achievement, attainment and progression.
* Establish a learning and teaching environment in which learners demonstrate commitment to their studies, appropriate behaviour and a high level of motivation which promotes retention and attendance.
* Ensure that learners behave appropriately and professionally at all times
* Maintain appropriate, effective records and administration including individual progress reporting and learner reviews in a timely manner.
* Be involved in all aspects of the learner journey from recruitment to progression.
* Assist in course development and review in line with national and local trends and curriculum developments.
* Operate with flexibility around location and programme
* Carry out duties in accordance with the Quality Systems and Procedures currently in place throughout the organisation.
* Ensure the operation of efficient and safe environments and perform with due regard for the health, safety and welfare of all within the guidelines of Springboard's Health and Safety Policy
* Promote and support equality and diversity through the charity’s Equal Opportunities Policy
* Assist in marketing and promotion of Springboard programmes and services.
* To undertake other such duties which are commensurate with the post as may be required from time to time, by the Chief Executive or other Springboard Managers.

**PERSON SPECIFICATION**

**Essential**

• Recognised qualifications in a horticulture discipline at a minimum of level 3 or their equivalents

* Excellent, up to date, knowledge of a range of Horticulture learning programmes and their assessment methods

• Proven ability to supervise a team

• Ability to plan, produce and deliver effective training sessions using and evaluating teaching methods appropriate to learner groups.

• Good time management and organisational skills

• Excellent interpersonal skills including, written and verbal communication, negotiation and team building

• Able to travel to meet the needs of the role

**Desirable Experience and Abilities**

• Teaching and or assessment qualifications

• Experience of working with young people

• Experience of liaison with outside agencies

• Experience within a training or related environment