



One Garden Brighton is a subsidiary of the Plumpton College Group. One Garden Brighton is a newly redeveloped tourist destination which opened to the public April 2021.

The Learning Outreach Officer is a part time National Lottery Heritage Funded role, integral to ensuring the project meets set outcomes, engages the local community and provides learning opportunities.

| You will be responsible for: | Essential criteria for the role: |
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| <p>Community Outreach</p> <ul style="list-style-type: none"> - Identifying potential beneficiaries who will engage in educational activities within the Walled Garden at Stanmer. - Providing a point of contact for users of the Walled Garden to assist in dealing with enquiries, addressing issues and maximising the user experience. This responsibility extends to all users including students, members of the public and invited guests/groups. - Liaising between third sector, statutory and private organisations to ensure a relevant programme of activities and <i>keep warm</i> strategies within the Walled Garden that reflect relevant local priorities. As part of this, source external funding to support engagement activities. <p>Volunteers</p> <ul style="list-style-type: none"> - Working with Plumpton College teams and the Senior Gardener, external stakeholders and community groups, to administrate and maintain a volunteer programme to assist in the development and ongoing maintenance of the garden. <p>Education</p> <ul style="list-style-type: none"> - In conjunction with the Schools Liaison Team, assist in carrying out visits to schools and associated events, with a view to linking school activities with the HLF activity plan. - Liaising with Local Authorities and relevant organisations such as JCP to set up and facilitate <i>NEET / Hard to Engage</i> programmes to the local and wider community. <p>Monitoring & Data Management</p> <ul style="list-style-type: none"> - Monitoring, recording and reporting activity against agreed frameworks and key performance indicators to both the College and the Stanmer Estate Manager | <ul style="list-style-type: none"> • A self-motivated, positive and pro-active attitude • Reliable and committed • Exceptional oral and written communication skills (including presentation skills) • Competency in English and basic maths • Experience in recruiting and coordinating volunteers alongside an ability to appraise the effectiveness of volunteer schemes and implement improvements • Excellent organisational and planning skills (ability to develop plans and deliver on multiple projects) • Strong experience of working with different socio-economic groups including children and vulnerable adults • Experience of event planning, delivery and appraisal • Able to work in a fast-paced environment • Full UK driving license • The ability to maintain good team working relationships • To be willing to work flexibly and ensure tasks are completed to a high standard. |
| <p>Undertaking such other duties commensurate with the grade of the post as may reasonably be required by the One Garden Brighton Management Team, or member of Plumpton College Senior Management Team.</p> | |
| <p>Adhering to appropriate One Garden Brighton policies including (but not limited to) safeguarding, equity & diversity, and health and safety.</p> | |

| Dimensions of the role: | What you will deliver: |
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| <p>Reports to: Head of Marketing, Communications & Customer Experience</p> <p>Financial and budget responsibility: Not directly responsible for a budget, but a good resourceful attitude is required and strong commercial awareness is a necessity</p> <p>Line management responsibilities: The post holder will be responsible for the organisation and coordination of volunteers</p> <p>Nature of impact: This post is 50% funded for 1 ½ years by the Stanmer restoration project receives a 67% grant from the Parks for People programme funded by the National Lottery Heritage Fund (previously HLF) and the National Lottery Community Fund. As such a key requirement of this role is to ensure compliance with the requirements of the restoration project.</p> <p>Following this initial funding period the College expects to retain this role based upon the successful operation of One Garden Brighton.</p> | <p>It's about - exceptional service</p> <ul style="list-style-type: none"> • You will be an ambassador for the destination, maintaining high standards of the space in preparedness for visits. • You will work closely with the marketing & events coordinator to ensure that all visits are well coordinated and delivered. • You thrive on connecting with people, engaging with a wide range of stakeholders and understanding their needs. You will be confident delivering in a range of locations and with different groups of people communicating with one to many. <p>It's about – an educational experience</p> <ul style="list-style-type: none"> • You will participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. • You will provide a range of outstanding educational experiences for a range of school visits and community groups at a range of levels, showcasing the garden and horticultural excellence. • Ensure all safeguarding policies and procedures are followed reporting any arising concerns to the college safeguarding team and Centre Coordinator. <p>It's about – community engagement</p> <ul style="list-style-type: none"> • Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements • Undertake an annual self-assessment of engagement activities within the Walled Garden. As part of this, identify a relevant suite of key performance indicators to facilitate monitoring and evaluation of impact. • Support the Centre Coordinator in the overall assessment of Walled Garden operations. • You will create and maintain a key stakeholder list as applicable to the life of the HLF activity plan and college priorities. In doing so conduct frequent reviews of relationship impact, communication and future relationship development. |

Conditions of employment:

Salary

Salary for this role is point 19 on the One Garden pay scale (currently £23,131 pro rata)

Fixed Term contract until February 2023.

Working Hours

This is a part time post, working 2.5 days per week. Basic working hours are from 08.30 to 17.00, but the postholder will be required to devise a weekend and bank holiday rota and be willing to carry out these duties on a rotational basis with other staff and volunteers. There will be some evening and weekend working required to support One Garden events and activities.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 22 working days, plus 8 bank holidays. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Pension

The candidate appointed to the post will automatically become a member of the One Garden Pension Scheme and pay contributions as determined by annual salary levels.

Equality and Diversity

One Garden is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children. The post you have applied for falls into this category and, therefore, requires a criminal background check. If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

Brand Values (our people are)



Professional: Customer service excellence is our top priority. We are **inviting**, aiming to surprise, inspire and grow minds. Our team will always go the extra mile to represent their industry to the very highest standard.



Passionate: Our people come **alive** when talking about One Garden. We believe in the goodness of gardens and power of horticulture to shape the future, to improve our food, wellbeing and environment. You will find our team are knowledge experts in their specialist fields.



Supportive: Whether it's the local community, our people, or visitors, we aim to nurture and develop new talent, support new ideas and create new relationships. We have a **natural** and organic approach, seeking ways to 'be the best we can be' and instil this value throughout our work and with the people we interact with.



Ambitious & Progressive: Our team are movers, shakers and innovators, constantly **evolving** and **changing** to offer something new, develop ideas and spread our mission and vision across the South East. Our team are commercially savvy, supporting our ambition to be one of the top five tourist destinations in Brighton & Hove.



Enterprising: One Garden offers something different every day. Our team are bursting with **creative** energy, always looking for new ways to work with local partners, businesses and the community to find different ways to doing things.

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