

# INVERCLYDE ASSOCIATION FOR MENTAL HEALTH

## JOB DESCRIPTION

### SECTION 1:

**Job Title:** Project Officer (Broomhill Gardens & Community Hub - CCF)

**Location:** Inverclyde Responsible to: Service Manager

### SECTION 2:

#### JOB PURPOSE

To engage the local community, implement and manage IAMH's Climate Challenge Fund programme within the Broomhill Gardens and Community hub. To promote and support the development and delivery a series of projects that aim to promote and encourage local food growing, reduction in food waste, local understanding of the importance of locally grown produce and tips on how to reduce local waste across the local Broomhill Community.

#### PRINCIPAL DUTIES AND KEY AREAS OF RESPONSIBILITY

### SECTION 3:

- Promoting the benefits of food growing and cooking healthy meals to the local Broomhill community
- Communicate with and recruit local volunteers
- Support the local community to reduce carbon emissions and increase activity and wellbeing through developing community growing spaces
- Encourage and educate local people to grow, harvest and prepare fruit and vegetables to support a healthier, more carbon friendly lifestyle
- Support the local community, and project partners to make better carbon choices through increasing local climate literacy knowledge and the ways that this can be



addressed both individually and community wide.

- Develop and deliver a variety of workshops and sessions regarding cooking and healthy eating
- Support the Broomhill community to reduce food waste and learn to compost
- Undertake networking to help raise the profile of the project and promote partnership working across the wider Greenock area, facilitating relationships with other community growing projects and CCF funded initiatives
- To present accurate, up to date and consistent information on healthy eating, using language and methods appropriate for the target population.
- To be responsible for health and safety of all participants during sessions by ensuring that agreed food hygiene, health and safety procedures are undertaken / adhered to at all times and that equipment is stored safely, kept clean and in safe working order.
- Facilitate quarterly working groups meetings to support the delivery of the project
- Develop promotional and publicity information across all CCF funded project elements to demonstrate the impact of the project in reducing the carbon footprint of the Broomhill community
- Keep accurate records of all sessions, undertaking simple analysis to assess progress towards agreed goals or outcomes.
- Organise and facilitate community events and open days to promote the project
- Promote wider sustainable action opportunities across the Broomhill community
- Attend all required CCF training
- Complete all monitoring, reporting and evaluation relating to the CCF project



## PERSON SPECIFICATION

### SECTION 4:

#### **Education, Qualifications, & Training**

*Essential:* Good Standard of Education with a minimum of 3 Higher Grades (Level 1, 2 or 3) or equivalent. *Desirable:* Community Learning & Development Qualification (HND, BA(Hons)).

*Desirable:* First Aid Training

#### **Experience**

*Essential:*

Previous relevant community project experience  
Coordination of projects  
Project/programme monitoring and evaluation  
Managing budgets

*Desirable:*

Working on similar / equivalent CCF funded programmes  
Understanding of how community growing and food initiatives seeks to reduce CO<sub>2</sub>e emissions, improve carbon literacy and help to create a low carbon future.  
Delivery of training courses  
Working with schools

#### **Knowledge**

Previous relevant community project experience (Essential)  
Knowledge of a range of community engagement principles and techniques Can demonstrate how they would support growing communities to flourish Knowledge of food growing techniques and principles



**Aptitude /skills:**

Proficient reporting, recording and communication skills (Essential) Ability to work on own initiative and as part of a team (Essential)

Able and confident to work on a one to one basis with service users (Essential)

Ability to demonstrate a sensitive approach to service user's emotional, social, psychological and physical needs. (Essential)

Good organisational and project co-ordination skills

Ability to communicate with a range of groups and individuals

Good IT, presentation skills

Confident manner Team player

