**Job title**: Project Assistant

**Place or Work**: Knowetop, Castlehill Road, Dumbarton. Other locations in Dumbarton from time to time.

**Employer**: Alternatives West Dunbartonshire Community Drugs Services

**Reporting to**: Horticulture & Wildlife Supervisor

**Salary**: £10.23 per hour + contributory pension

**Hours**: 16 hrs per week

**Contract Term**: 6 months

**Job description**

We wish to appoint a project assistant to work with our Horticulture & Wildlife Supervisor at Knowetop. This exciting project aims to make Knowetop a good place for people and a good place for nature. The project assistant will principally be involved in food growing, with some ornamental horticulture, but will also assist in the delivery of other aspects of the project dependent on their skills and experience.

**Job purpose**

* Undertake a programme of fruit and vegetable growing, including all stages of ground preparation and crop production.
* Share fruit and vegetable growing knowledge and skills with volunteers, trainees / clients and community groups undertaking food growing at Knowetop.
* Undertake ornamental horticulture tasks and share skills and knowledge as required.
* Maintain a variety of tools and equipment as relevant to the tasks being undertaken.
* Assist with the project supervisor with planning crop production.
* Carry out habitat management / improvement works on site as required
* Maintain accurate records relating to crop production and skills sharing.
* Be an ambassador for the project when working on site, undertake community engagement on site.
* Ensure all relevant policies and procedures are followed, including but not limited to Health & Safety; Safeguarding of Vulnerable Adults and Children;
* Carry out other tasks relevant to the project as required.

**Person specification**

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| **Specification** | **Essential** | **Desirable** | **How demonstrated** |
| Qualifications | RHS/Scotvec level 2 or above or demonstrable equivalent experience in horticulture | Wildlife habitat management/ conservation qualification or demonstrable experience | Application form |
| Knowledge & Experience | A successful track record of working with volunteers and trainees | Experience of community engagement, working successfully with local community groups and stakeholders. | Application form, interview, references |
| A successful track record in growing fruit and veg | Experience of working with a variety of age groups |
| Experience of applying Health & Safety legislation to horticultural activities. |  |  |
| Competencies | Ability to work well in a small team | An understanding of vulnerable adults and trauma |  |
|  | Excellent organisational skills and an ability to forward plan | An appreciation of lived experiences |  |
|  | Excellent written and verbal communication skills | An understanding of high quality learning experiences |  |
|  | Accurate record keeping |  |  |
|  | Proactively identify problems and seek appropriate solutions |  |  |
|  | Technical skills (horticulture) | Technical skills (wildlife habitat work, simple IT) |  |