

## **greenspace scotland recruitment - general information**

Thank you for your interest in working for greenspace scotland.

In addition to this note providing general information about greenspace scotland and employment terms and conditions, you should also download the following:

- job description, including person specification
- application form
- equal opportunities monitoring form

### **applications**

Applications should be submitted to:

Julie Procter, Chief Executive  
greenspace scotland, Jubilee House, Forthside Way, Stirling FK8 1QZ

Or e-mailed to: [julie.procter@greenspacescotland.org.uk](mailto:julie.procter@greenspacescotland.org.uk)

Applications should include:

- Completed application form  
(CV only applications will not be accepted but you may append your CV to your application form)
- Equal opportunities monitoring form

Applications for this post as secondment, job share and/or flexible working arrangements will be considered – please state on your application form and detail in a covering letter.

**Closing date for applications is 5pm on Tuesday 3 April 2018**

### **interviews**

Interviews will be held at Jubilee House in Stirling on:

**Wednesday 18 April for Community Enabler**

**Thursday 19 April for Young Placechangers Development Officer**

If you have not been contacted by Friday 13 April, then please assume that you have been unsuccessful.

Thank you for your interest in greenspace scotland.



Julie Procter  
Chief Executive

### **About the Young Placechangers programme**

Young Placechangers puts young people in the lead role – bringing together the wider community to look at local spaces, plan and deliver improvements.

The Young Placechangers programme combines greenspace scotland's experience of working with community groups on placemaking with Youth Scotland's experience of youth work and supporting young people to take the lead. We have used a co-production approach to develop and pilot a training and support programme enabling young people to transform both the place they live, their relationship to it and the wider community. We are now ready to extend this programme to other areas of Scotland.

Working on the Young Placechangers programme you will engage and empower young people to take the lead on changing the places where they live. The programme has three core elements drawn from community placemaking principles and youth work approaches: Young people and youth workers will be given training both in residential settings and in local clusters. The Ideas Fund will support activity and deliver quick-wins. Support from peers and 'place professionals' will inspire and enthuse the young people to get involved in their local areas.

Through peer facilitation and training the programme will give young people, and the youth workers and other adults that support them, the skills and confidence to engage with others in their communities to take action to improve the environmental quality, biodiversity, playability and vibrancy of neighbourhoods – and, in the process, change attitudes and mindsets. The results will be better places; stronger and connected communities; more confident, skilled and capable young people.

We are delighted that this programme is supported by the Heritage Lottery Fund and Scottish Government.

### **About the Bags of Help Community Grants programme**

greenspace scotland is working with Tesco and Groundwork UK to deliver the Bags of Help community grant programme. Across Scotland, grants totalling £5.5million have been awarded to 1400 projects. The programme covers urban and rural areas, operating across every local authority area.

Our small team of Community Enablers are vital to ensuring the successful delivery of this grant programme. Community Enablers have three main roles: promoting and supporting applications for grants, supporting successful groups and working with Tesco store staff.

Read more about Bags of Help and our team of Community Enablers here

<http://bit.ly/scotbagsofhelp>

**Applications will be considered for flexible-working, job-share and home-working for both posts.**

***If you are interested in both posts, and have the right blend of skills and experience, we are happy to accept a combined application for a full time role (25 hours as Young Placechangers Development Officer and 10 hours as Community Enabler)***

## **about greenspace scotland**

greenspace scotland provides a national lead for local action on greenspace to regenerate and revitalise places and communities Our goal is that *everyone living and working in urban Scotland has easy access to a quality greenspace which meets local needs and improves their quality of life.*

greenspace scotland is a social enterprise and an independent charitable company. We work with a wide range of local and national partners to support the planning, development and sustainable management of greenspaces and green networks as a key part of the green infrastructure of our towns and cities.

Further information about greenspace scotland is available on our website

[www.greenspacescotland.org.uk](http://www.greenspacescotland.org.uk)

## **working for greenspace scotland**

### **staff team**

We have a small, professional and multi-disciplinary staff team. The current team of 10 (Chief Executive, two Programme Managers, four Community Enablers, MyParkScotland Project Manager, Parks Endowment Campaign Manager, and Admin & Finance Officer) is expanding with the appointment of an additional part-time Community Enabler and Young Placechangers Development Officer. We offer an inclusive environment, flexible working and an excellent work life balance to our staff.

### **office**

We are based at Jubilee House in Stirling. The office is conveniently situated a few minutes walk from the railway station. We work in a large, bright open plan office and are co-located with Volunteer Scotland and Zero Waste Scotland. Three of our staff team are home-based, remote workers.

Our Scotland-wide remit means that extensive travel is required and you will regularly work away from the office base. Travel and subsistence expenses are paid for out-of-office travel on greenspace scotland business.

### **procedures and systems**

Our IT operating system is Microsoft Windows, with the Office suite of software. We use MailChimp for the ebulletin and the Adobe suite for design and image work. We have recently acquired, but not yet fully used, MS Project and Salesforce. greenspace scotland is responsible for managing its own financial affairs and preparing annual accounts in accordance with best business practice and company and charity law.

### **about the post**

The main duties and responsibilities of these posts are set out in the job descriptions; the criteria against which candidates will be assessed are set out in the person specifications.

### **salary**

The starting salary will be at a point indicated on the salary band for the post, depending on experience.

### **terms and conditions**

Staff work 35 hours each week (a flexi-time working arrangement is in place) with 25 days annual leave and 10 days public holiday per year (pro rata). Salary is paid monthly in arrears. greenspace scotland operates a pension scheme through the Strathclyde Pension Fund (local government final salary scheme), employee and employer contributions are paid at the prescribed rates. These are fixed term contracts which are subject to a 3 month probationary period.

More information on conditions of service will be provided to candidates invited for interview