



Job Role: Horticulture and Woodwork Assistant

1. About Uppertunity

We are a registered Community Interest Company (a type of non-profit social enterprise), working with individuals (16+) with learning disabilities, autism and mental health barriers. We focus on an individual's strengths and aspirations, then work with them to realise their potential, leading to self-worth and independence. We do this through: creative workshops, group and community work, mentoring, skill development programs, meaningful volunteering roles and social events.

2. Job Overview

The horticulture and woodwork/DIY assistant will manage our Growing Places project, helping to develop our gardens as well as upskilling our volunteers who have additional needs.

3. Main Duties

The post holder will be responsible for the below tasks, with assistance from the manager and staff team:

- designing a garden plan for indoors and outdoors
- growing fruit, veg, herbs and flowers
- turning fruit, veg and herbs into edible produce for our café or lunch groups
- maintaining our indoor and outdoor gardens
- work with our volunteers, individuals with additional needs, and upskill them
- designing and creating planters and garden woodwork
- selecting and ordering plants and materials
- seed growing
- assist in the production of bedding plants, potted plants, and nursery stock and maintains records on the growing operation
- develop and create biodiversity, including design and building a beehive and pond
- develop and create garden items that can be sold on

Uppertunity is a forward-thinking organisation in all aspects. This includes working co-operatively. We believe in working together and sharing the workload of the boring day to day stuff. All roles involve the below organisational duties. Individuals will then complete specific projects of the organisation, but will also help other staff with their projects when needed:

- Promote the positive ethos of Uppertunity, and all the services available
- Keep all offices, workrooms and spaces of the organisation neat and tidy
- Attend events run by Uppertunity
- Identify gaps in the organisation, encouraging the development of effective, high quality, person centred services
- Attend events and training where needed
- Adhere to professional standards as outlined in the organisation's handbook
- Support fellow staff to do and be the best they can be
- Help clients achieve wellness, autonomy and self-empowerment

4. Location

Uppertunity, Unit 47, The Circle, 4-6 Staffa Place, Dundee, DD23SX

5. Hours and pay

25 hours per week at £9.50 per hour. Work pattern is Monday to Friday between 9am and 5pm. Some evenings and Sundays may be required.

6. Funded by

Community Job Scotland

7. Length of contract and start date

9 months, starting on the 31st of May 2021

8. Requirements

- Be aged between 16 and 29, who is more disadvantaged in the labour market:
 - care leavers/care experienced
 - young people with convictions
 - carers
 - military service leavers (serving less than 6 years)
 - disabled people or with long term health conditions
 - homeless people (including temporary or unstable accommodation)
 - person affected by drug misuse (i.e. alcohol, drugs)
 - person with lower than SCQF level 5 qualification
 - work programme completers who remain unemployed
 - refugees with immigration status allowing them to undertake employment
 - ethnic minority groups
- Knowledge and understanding of horticulture and woodwork, preferably with qualifications
- Experience in gardening, horticulture and woodwork
- Fluent in English
- Friendliness, openness and eagerness to learn are key qualities, as well as having patience to work with individuals with additional needs

- Demonstrated ability to handle stressful situations
- Ability to relate sensitively & communicate well with clients with varying communication levels
- Ability to use emails, internet, and Microsoft office
- Ability to work effectively as member of a growing organisation
- Project Worker will be required to join the Protecting Vulnerable Groups Scheme (PVG), and be unbarred from working with vulnerable individuals
- The post holder will report to the manager

9. Work environment

- The post holder will be working with individuals with varying disabilities including Autism, mental health barriers and global developmental delay
- The post holder will work at the organisation's main office at The Circle.
- The post holder is required to stand, walk, bend, conduct garden work and handle electric tools. Vision abilities required to perform this job include close vision.
- Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

10. Benefits

- Accredited training opportunities
- 4 weeks paid holiday, including Christmas and New Year's off
- Company pension scheme if applicable
- Inclusion to many networking and social events throughout the year

11. How to apply

Please send your CV and eligibility form to:
Danielle du Plooy, Manager
danielledp@uppertunity.co.uk

or

Uppertunity, Unit 47, The Circle
4-6 Staffa Place
Dundee
DD23SX

Applications close 9th of May 2021.