



Rosyth Community Projects Limited (EATS Rosyth)

Job Description

Post Title:	Education Officer - EATS Educates: Children and Families Growing and Eating Fruit and Veg.
Contract:	Two-year fixed term contract.
Salary:	£31,587 per Annum
Pension:	3% employer pension contribution with employee making 5% contribution
Hours of work:	37.5 Hours per week with flexible working and some evening and weekend working as required.
Holidays:	28 days holiday, plus 5 public holidays,
Location:	Rosyth
Reporting to:	General Manager, EATS Rosyth Board of Management.

About us:

Rosyth Community Projects Limited is a registered charity based in Rosyth which delivers the Edible & Tasty Spaces: EATS Rosyth project. We operate a community hub and café in Rosyth as well as a community garden and centenary orchard. Our values include Social Justice - we will work to reduce inequalities in our community, in particular supporting those experiencing food poverty or loneliness and isolation. Building a stronger sense of community - we want everyone to get involved and have a say in our work, helping us to understand where our future direction lies. The Natural World - Our Greenspaces are the nature capital of Rosyth. We offer opportunities for everyone to discover the beauty and explore the natural world within them.

About this project:

EATS Educates: Children and Families Growing and Eating Fruit and Veg.

This post is to join the team who will deliver the EATS Educates project: Children and Families Growing and Eating Fruit and Veg. The project aims to actively improve the health of children and their families, and their understanding and interest in the environment and biodiversity.

The project will span 4 Primary Schools in Rosyth where children will learn and participate in their schools sowing, planting, growing, harvesting, tasting, and cooking fruit and vegetables. They will take this learning home – growing and cooking and eating fruit and vegetables at home. The project is funded for 2 years however it aims to be sustained after the funding is complete. Therefore, an education programme will be produced for the 4 schools to follow after the 2 year funding is complete. In addition, the programme will be available to be shared and supported across Southwest Fife and beyond, so that as many children and schools as possible can benefit from the project.

The times scale for the project are estimated to be, 4-month project planning phase, 14th month active phase and 3-month final phase for evaluation and dissemination.

The Education Officer will work with a 1 EATS Educates Project Support/ Administrative Officer and a part time (0.8 Full Time Equivalent) EATS Educates Project Gardener. They will report to and be supported by the General Manager of EATS Rosyth and a Project Steering group who have a wide range of experience and skills.

Main Purpose of Post

The Education Officer will work with the team to deliver the aims of the project. They will lead the project activities, deliver the lessons to the children and create the education programme at the end of the project and lead on its dissemination.

The Education Officer will commence an initial planning phase where they will work with the General Manager of EATs Rosyth and the project steering group to undertake any required training and research to inform the project, establish essential networks, plan the project, create resources, prepare the project outcomes and data collection methods. At the same time, they will work with an established group of teachers from the Rosyth schools to create the lesson structure and plans for the project that are linked to the current curriculum and start to engage parents and carers into the project.

In the active phase of the project the Education Officer will work with the project team and teachers to deliver the education programme to school classes within the 4 schools in Rosyth. This will include sowing, planting and growing fruit and vegetables, tasting fruit and vegetables, cooking fruit and vegetables to continue the cycle and support growing fruit and vegetables at home. The programme will be analysed and evaluated throughout the project and changed where necessary to ensure it is accessible and enjoyable for the children and meeting their learning aims and the aims of the project. Therefore, ensuring it will be ready in the time frame to be disseminated to other schools.

The final phase of the project will include the completion and final evaluation of the programme and its resources, and the dissemination of the resources to other schools in Southwest Fife and beyond. This will include presenting the programme and providing some training.

Main Duties

- Work with the project team to deliver the aims of the project.
- Active member of the project steering group.
- Establish a network that will support the project to meet its aims.
- Research and creating resources for the project.
- Prepare and plan all aspects of the project to meet agreed timescales, including completing the lesson plans in collaboration with schoolteachers.
- Lead on the creation of methods to measure the outcomes of the project and the ongoing evaluation of the education programme.
- Work with the Project Support/ Administrative Officer to create a communications strategy for the project and support them in using social media to communicate with all stakeholders.
- Engage and involve families and carers into the project and work with them throughout.
- Work with the Project Gardener and schools to create the design and plan the maintenance of the growing spaces within each school.
- Work with the Project Gardener to plan the management of the soil fertility, crop rotation, sowing, planting, irrigation, pest, and disease control etc.
- Utilise the Taste Education resources and lesson plans and evaluations with children across the 4 primary schools in Rosyth.
- Deliver the education programme within agreed primary classes across the 4 Rosyth schools.
- Work with the Project Support/ Administrative Officer on the collection of and analysis of the data.
- Utilise evaluation methods to ensure the education programme is meeting its aims.
- Collect, analyse and report on the project outcome data.
- In collaboration with the team and steering group, write a final project report, including an evaluation of its outcomes, the final education programme and its resources.
- Share, train and support other interested schools in the education programme.

Ensure all relevant health and safety standards are met in relation to your personal safety, the safety of children, carers and families.

Conduct and review risk assessments and including them, and health and safety, in the education programme.

- Adhere to EATS Rosyth's policies and procedures.

We value candidates with a range of skills, experiences, personal qualities and backgrounds. This list offers some examples of these that are applicable for this post.

- Working with children, carers and families
- Working within an education environment.
- Teaching or working with Primary school aged children.
- Working in or leading on a time limited project
- Working across teams and areas
- Working in horticulture
- Having a horticulture qualification or similar skills or experience
- Having a degree or similar skills or experience
- Evaluation and improvement.
- Measuring and reporting on outcomes
- Dissemination and training
- A commitment to the aims of this project
- Enjoyment and passion for working with and teaching children.
- Approachable manner but able to hold boundaries.
- A range of positive communication skills and ability to maintain positive relationships.
- Organised, focused and flexible.
- Being self-motivated and able to work independently and as part of a team.
- An ability to manage own timescales and duties.
- Committed to health and safety and equal opportunities/diversity legislation.
- Commitment to PVG registration

This job description does not represent an exhaustive list of responsibilities and tasks, but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time and reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the organisation's business.

Rosyth Community Projects Limited is an accredited Living Wage & equal opportunities employer and a registered Charity SC048688. All personal information supplied as part of this application process for employment will be held and used in strict accordance with GDPR policies.

Job description prepared: March 2024

Rosyth Community Projects Limited, 115A Queensferry Road, Rosyth, Fife KY11 2PS
T:01383 414756 W: www.eatsrosyth.org.uk E: info@eatsrosyth.org.uk
Company Limited by Guarantee: SC538909 Registered Charity: SC048688