



JOB DESCRIPTION

JOB TITLE:	Green Skills Instructor
REPORTS TO:	Green Skills Co-ordinator – Lifelong learning team
RESPONSIBLE FOR:	Supported Interns, students, volunteers, work placements, learners.
BASE:	Selby (Unit 2, Park Row), North Yorkshire
HOURS OF WORK:	30 hours a week (Monday to Thursday), term time only plus 2 weeks to be mutually agreed over school holidays (40 weeks a year).
SALARY BAND:	Salary: £29,000–£31,000 FTE (Actual salary: £18,087–£19,335 per annum) 30 hours per week, term time plus two weeks (40 weeks per year).

Groundwork Yorkshire delivers several programmes across Yorkshire to help a range of people, school children, young adults and unemployed people and adults with SEND to gain skills and qualifications to help them to gain employment as well as enhancing green space in local communities across the region.

In addition, we also deliver outside learning opportunities to children during school, after school and in the school holidays.

Our work will be delivered in a range of settings including local parks, country parks, school grounds and other community spaces.

Groundwork Yorkshire is primarily funded to deliver targeted projects with specific outputs and outcomes. We are driven by these funders and must ensure a quality programme that meets their needs and the participants. This role is varied and requires travel across Yorkshire.

PURPOSE OF JOB

Deliver alternative curriculum programmes to Key Stage 3 and Key Stage 4 learners at risk of disengagement from mainstream education.

The Green Skills Facilitator will support young people, adults with SEND, volunteers and unemployed people to develop skills, confidence and qualifications through practical environmental projects. Working across schools, community settings and commercial horticultural sites, you will deliver engaging learning experiences while improving local green spaces and supporting participants towards further learning and employment.

MAIN DUTIES AND RESPONSIBILITIES:

Learning and Participant Support

- Deliver practical green skills training.
- Support learners to achieve qualifications (NOCN Level 1 Horticulture Certificate).
- Supervise supported interns and volunteers.
- Deliver alternative curriculum programmes.

Project Delivery

- Deliver environmental improvements.
- Manage garden maintenance contracts.
- Plan resources.
- Maintain quality standards.

Health and Safety

- Risk assessments
- Equipment
- Vehicles

- First Aid

Administration

- Learner records
- NOCN paperwork
- Monitoring returns
- Finance administration

The postholder will contribute towards:

- improved learner confidence
- accredited qualifications
- progression for learners into education, employment or volunteering
- improved local environments
- increased biodiversity
- successful commercial delivery

Authority Levels

- Managing a team on site delivering commercial/community led projects working in partnership with funders and the customers.
- Responsible for ensuring all reporting procedures are followed including attendance and time keeping.
- Responsible for implementation of Health and Safety policy.
- To undertake reviews of learners/volunteers and report performance management issues to the Green Skills Co-ordinator.

PERSON SPECIFICATION: Green Skills Instructor

FACTOR	RANKING (essential/desirable)
Education and Qualifications	
Recognised professional qualification in the horticultural or construction industry or youth work qualification above level 4	E
Recognised professional qualification in adult learning	E
Mentoring/Coaching	D
Operating plant machinery and power tools	E
Full, clean, driving licence with PSV (or willingness to undertake training) and access to own transport	E
Maths and English GCSE or equivalent	E
First Aid at Work Certificate	D
Knowledge	
Delivering accredited learning	E
Safe working on general garden maintenance activities	E
Demonstrable understanding of the issues that affect young people, such as: mental health, poverty, neurodiversity, care experience, criminal justice. Experience of partnership work	E

Safeguarding children and vulnerable adults	E
Knowledge of safe working on hard and soft landscaping activities	E
Experience	
Experience of working in a commercial horticultural environment including general garden maintenance and nursery production/growing	D
Experience of operating plant machinery and power tools	E
Experience of working with volunteers and trainees	E
Ability to relate to and communicate with young people who may feel excluded and marginalised and of behaviour management strategies	E
Skills	
Good verbal and written communication skills	E
Leadership skills	E
People management	E
Time and workload management	E
Conflict resolution/management	D
Ability to undertake Risk Assessments	E
Good understand of ICT and able to communicate efficiently and professionally via email, producing records and reports	E
Cash handling	E

Personal attributes	
Team player	E
Ability to work under pressure and to deadlines	E
Professional manner	E
Highly motivated and able to work to a high, accurate standard	E
Safety conscious at all times	E
Willingness to learn new skills	E
Flexible, reliable and adaptable	E
Equal Opportunities	
Commitment to Equal Opportunities	E
Understanding of learning disabilities/mental health issues/SEND	E