

**COLINTRAIVE AND GLENDARUEL DEVELOPMENT TRUST**

**Job Description**

**Site Development Worker**

**35 hours / week @ £10 hour (gross salary)**

**Fixed Contract Duration: 6 week contract**

# Purpose

The role requires a self-motivated individual to work as part of a small team of employees, contractors and volunteers to work ‘on the ground’, to assist with the completion of infrastructure for the food-growing project at the 2 polytunnel sites in Colintraive and Glendaruel.

If possible within the time and budget of the project, training opportunities will be given to the candidate.

PPE will be provided.

# Specific Duties

* Ensure all Health and Safety policies are followed at all times
* Ensure all work is carried out to a high standard and within given timescales
* Carry out the following activities – filling raised beds with topsoil, painting, levelling, setting up rain water collection systems
* Assisting the ColGlen Growers to deliver the Community growing and composting facilities
* Plan work schedules and methodology in liaison with Project Officer, according to priorities, weather and availability of equipment and abilities of personnel (Site Assistant and Volunteers)
* Candidate will need to be able to maintain clear and comprehensive records of dynamic risk assessment

# General Duties

# To comply fully with CGDT ethos, policies and procedures and relevant legislation

* To work as part of the Greener ColGlen team to promote and encourage understanding of environmental issues in the local area
* To engage with the Community in a positive and constructive way and ensure their needs are met
* To attend meetings as required
* To undertake other duties in line with the job purpose
* Mentor and show good leadership to the Site Assistant

# Supervision

The postholder will work under the direct supervision of the Project Development Officer and the indirect supervision of a nominated member of the CGDT board.

# Person Specification

**Candidates are required to demonstrate the following qualities**

## **Essential**

* good communication skills – written and oral
* flexibility and ability to adapt according to the needs of the project
* Ability to work as part of a team or under his/her own initiative - job requires a willingness to take on responsibilities, challenges and be self-motivated.
* Time Management - ability to manage own time and the time of others, ensuring jobs are completed within specified timescales.
* Applicants need to be motivated, physically fit and able to work out of doors in all weathers and be involved in a range of physical tasks.
* Good time-keeping - Ability to travel to attend for work to both sites

## **Desirable**

* Experience of working with volunteers
* Current Emergency First Aid at Work or Outdoors First Aid certificate
* Knowledge of food-growing and composting and other low-carbon activities
* Ready access to a car for business use, and a clean driving license

Please send your up-to-date CV and covering letter to Greener ColGlen JOBS @ CGDT, The Village Hall, Colintraive PA22 3AS.

***Applications close Friday, 4th July 2014 at 5pm.***



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