



# St Andrews Botanic Garden Trust

www.standrewsbotanic.org  
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## Education and Creative Programmes Leader Role description

St Andrews Botanic Garden Trust (SABGT) is looking for a dynamic, motivated, and enthusiastic individual to take on the exciting new role as Education and Creative Programmes Leader.

<b>Salary</b>	£27,000 - £32,000 dependant on experience
<b>Hours</b>	40 hours per week (evening and weekend work required)
<b>Contract</b>	Permanent
<b>Location</b>	St. Andrews
<b>Responsible to</b>	Development Manager
<b>Line Manager for</b>	Education tutors

### About us

You will join St Andrews Botanic Garden Trust during an exciting period of growth and development as it refocuses on making its gardens, plants and expertise relevant and accessible to a wider audience.

### About the Role

As Education and Creative Programmes Leader you will lead on SABGT's provision of high quality, innovative and stimulating programmes and experiences delivered in the Garden and on outreach reaching a breadth of audiences across Fife and Tayside.

You will play a key role in a strategic shift change for the Trust, developing outdoor learning content designed to meet a growing societal recognition of the benefits of access to nature. In doing so, you will work closely with the Curator and Garden teams to understand their work and communicate the unique conservation aims of the garden in accessible and engaging form. You will create innovative content including interpretation, workshops, and long-term projects.

You will be responsible for leading the team to develop and deliver programmes for a range of audiences including early years, primary school aged children, youth groups, young people who face barriers to entering further and higher education, adults, community groups and families. You should be confident and capable at creating tailored content for the majority of these audiences and will be responsible for growing and leading the team of specialist educators for specific audience strands.

You will provide support with budget management, reporting and funding applications working closely with the Development Manager to work on the continued growth of the Trust's Education and Creative programmes.

## Key responsibilities

- The phased planning, design and implementation of SABGT curriculum-linked and informal learning programmes and content. Over time this will grow to include early years, primary school aged children, youth groups, young people who face barriers to entering further and higher education, adults, community groups and families with a focus on creating high quality learning experiences which meet desired learning outcomes, facilitate pathways into education, support skills development and reduce barriers to engagement.
- Ensuring all education materials and programmes developed are designed to address the needs of audiences and supports local and national agendas through working with advisory panels and underpinning content with frameworks such as Curriculum for Excellence. Ensuring current best practice in public engagement, outdoor 'forest school' learning and widening access principles are embedded in our programmes.
- Ensuring the overall quality of delivery for sessions is high with regards to performance skills, group management and tailoring content to suit the needs and abilities of audiences.
- Working with the Curator to design education programmes that reflect the Trust's mission and Biodiversity Plan.
- Designing skills development and apprenticeship programmes which provide people with chance to develop skills and experience for life and work
- The delivery of public engagement projects and collaborations where SABGT's role involves engagement and learning, ensuring engagement projects highlight the Garden's Biodiversity aims and objectives, and ensuring projects and experiences focus on creating and maintaining lasting relationships with audiences and the community
- Capturing and reporting on participation and impact of engagement for evaluation purposes and supporting the continued growth and development of programmes
- The leadership of wider team members – coaching and mentoring the wider team in delivery and communication skills and operational planning including overseeing the coordination of day-to-day delivery onsite in SABGT and on outreach across Fife and Tayside.
- Working closely with the Development Manager and Senior Management team to shape the strategic direction for SABGT's education and engagement work.
- Carrying out risk assessments for activities being developed and delivered and support with the implementation of procedures relating to Health and Safety and Safeguarding.
- Budget management, reporting and creating funding applications in line with the Trust's aims and business plan objectives.

## About you

You will bring project management experience, including experience of developing, implementing, and evaluating learning experiences with multiple partners, stakeholders and for a wide range of audiences.

You will have an exceptional communication and delivery skills with the ability to confidently present to and meaningfully engage with a diverse range of audiences.

You come with comprehensive knowledge of best practice in engagement and interpretation and the ability to translate science and research into innovative and inclusive learning experiences which overcome potential barriers to engagement.

You will have experience of people management with the ability to build relationships, influence, motivate and coach team members.

- Relevant postgraduate qualification or equivalent experience in education, science communication, community engagement.
- Exceptional communication skills, both written and oral.
- Professional integrity, motivation, and creative flair.
- Organisation and planning skills with accuracy and attention to detail whilst having the ability to be reactive when required.
- Ability to implement policies and procedures.
- Teamwork and building relationships.
- Flexible approach to work.

SABGT is committed to attracting and developing the expertise and careers of exceptional individuals at all levels as part of its core mission and values. You can expect to work with other motivated and qualified colleagues, and you will receive a professional development budget.

If you require any further information at this stage or would like to discuss this post then please contact Rebecca Duncan, Development Manager at [jobs@standrewsbotanic.org](mailto:jobs@standrewsbotanic.org).

No agencies please.

## Background information about the Garden

St Andrews Botanic Garden was founded in 1889 and has developed on its present site since 1960. It is a beautiful and inspirational garden in the heart of St Andrews. The impressively landscaped 18-acre garden provides a haven within mature trees and shrubs, herbaceous borders, glasshouses and ponds.

St Andrews Botanic Garden (SABG) holds an exceptional, diverse and documented botanical collection in 18 beautiful acres, including half an acre of glasshouses. Located in the centre of the iconic town of St Andrews, it benefits from its links to this UK top 5 University and the global tourist interest in St Andrews.

You would be joining SABG at an exciting time in its history as it refocuses on making its gardens, plants and expertise relevant and accessible to a wider audience. SABG has recently gone through

a transition to become an independent charitable trust and is in a challenging time of growth and development.

Activities and events bring to life the scientific interest and botanical diversity of the Garden. Family activity trails, champion trees, play areas and informal activity provision ensure families are especially well provided for.

We believe passionately in the ability of gardens to change lives for the better. We want our Garden to be full of life, at the heart of our community and reaching out to difficult and under-served audiences through our public programming, educational activities and day-to-day operation.

## **Objectives**

The Trust's primary objectives are:

- To welcome and encourage members of the public of all ages to visit the Garden for enjoyment and education about plants, their biology, and cultivation;
- To advance the education and awareness of the public, particularly children, in biodiversity, horticulture, botany and the environment through the provision of classes, workshops, short courses, out-reach programmes, publications, participation opportunities and other media promotion;
- To maintain, display and develop significant collections of named living plants and related objects available to all for reference and study;
- To provide an academic and scientific resource; and
- To contribute to botanical networks and research initiatives on plants, their environment, biodiversity and conservation, with particular reference to native flora of Scotland and the specialist living collections of the Garden.

## **Our values**

- Beautiful gardens and natural environments are fundamentally important to the mental and physical wellbeing of all people.
- We live better, healthier and more satisfying lives when we can create, care for and enjoy gardens.
- The future of life on earth depends on the degree to which humans understand, value and protect plants and the habitats on which they depend.

## How to apply

The Person Specification (at the end of this document) provides details of the essential and desirable requirements for the post. You should use it as a guide and provide evidence that shows how you meet, as a minimum, the essential requirements for the post. You are asked in your written application to provide information about how you meet the requirements of Sections 1, 2 and 3 of the Person Specification. If invited to interview the Panel will ask questions about the information you have provided as well as questions to enable you to demonstrate how you meet the requirements of Sections 4 and 5.

Please submit a **Career History of no more than two sides of A4** that gives brief details of your education (Section 1) and also details of all posts you have to demonstrate how you have gained the experience (Section 2) required for the post.

Please also submit a **Supporting Statement of no more than one side of A4** to provide evidence that you have the abilities and skills (Section 3) required for the post. In addition, within your statement please explain briefly what attracts you to both this post and organisation.

Please also give the **names and addresses of two referees** who we might contact if required. One of the referees must be your current or most recent employer. Please indicate on your application whether it would be possible for us to collect references in advance of any interview. We will only contact the referees with your prior agreement.

So that we may contact you about your application please include within your application **your contact details** – full name, address (for any correspondence), telephone numbers (day time and evening) and email address (if you have one).

### Submitting your application

Applications should be returned by email to [jobs@standrewsbotanic.org](mailto:jobs@standrewsbotanic.org) or by post for the attention of Rebecca Duncan, St Andrews Botanic Garden, Canongate, St Andrews KY16 8RT by **5pm Wednesday 24<sup>th</sup> August**. There will be no need to send a hard copy as you will be asked to sign your application if invited to interview.

### Shortlisting process and interviews

Applications will be shortlisted and candidates who appear to best meet the requirements from the information given will be invited to interview. Interviews will take place on **Wednesday 31<sup>st</sup> August 2022**.

### Information for applicants with disabilities

Please contact us in good time if there is any assistance you require.

## Person specification

	Essential	Desirable
<b><u>Section 1 - Qualifications</u></b>		
Relevant postgraduate qualification or equivalent experience in education, science communication, community engagement.	√	
<b><u>Section 2 - Experience</u></b>		
Project management experience, including experience of developing, implementing and evaluating learning experiences with multiple partners, stakeholders and for a wide range of audiences.	√	
Experience of people management.	√	
<b><u>Section 3 - Abilities and Skills</u></b>		
Ability to build relationships, influence, motivate and coach team members.	√	
Exceptional communication and delivery skills with the ability to confidently present to and meaningfully engage with a diverse range of audiences.	√	
Organisation and planning skills with accuracy and attention to detail whilst having the ability to be reactive when required.	√	
<b><u>Section 4 - Knowledge and Understanding</u></b>		
Knowledge of best practice in engagement and interpretation and the ability to translate cutting-edge science and research into innovative and inclusive learning experiences.	√	
<b><u>Section 5 - Personal Qualities</u></b>		
Enthusiastic, passionate, and motivated with a creative flair.	√	
High standard of personal and professional integrity.	√	
Commitment to the objectives and values of the Garden.	√	
Commitment to personal responsibility and leadership.	√	
Commitment to collaborative team based working.	√	
Flexible approach to work.		√