



# St Andrews Botanic Garden Trust

www.standrewsbotanic.org  
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## Nature Engagement Assistant job description

<b>Hours</b>	Hours of work will vary depending on the operational requirements of the Trust (weekdays during the school holidays will be a key period for the delivery of our Holiday Club session and weekends for Birthday Party bookings).
<b>Contract</b>	Flexible hours, paid at the Real Living Wage (£10.90 at the time of advertising)
<b>Location</b>	St Andrews Botanic Garden
<b>Responsible to</b>	Education and Creative Programmes Leader

We are looking for an outgoing, confident 'Nature Engagement Assistant' who is passionate about creating exceptional experiences for our audiences to enhance our content and experiences through the face-to-face delivery of our programmes which include weekend Birthday Parties and weekday Holiday Club sessions running throughout the school holidays.

Are you energetic, good with children and naturally outgoing? Perhaps you're looking to sow the seeds of a career in science communication, looking to build your experience in teaching, or you are passionate about spending time outdoors inspiring others, this role provides the ideal opportunity to build communication and engagement skills.

Our Nature Engagement Assistants play a key role in creating fun, interactive experiences which spark curiosity and build connections with nature.

You will be an advocate for the important work that St Andrews Botanic Garden carries out in Conservation, Research and Education and effectively communicate this through the programmes and events on offer with a variety of audiences.

This is an excellent opportunity to work in a beautiful location with an ambitious team and support the Garden.

### Personal attributes

The post holder will:

- Have excellent communication skills, be confident and passionate in engaging with a variety of audiences from across a wide range of ages, abilities, and social backgrounds.
- Have experience of working with and engaging with children.
- Be a great team player, adaptable and flexible to a varied working environment.
- Enjoy working outdoors, be adaptable and confident to react and respond to adverse weather conditions.
- Be able to prioritise effectively, organise meticulously and take the initiative.

## **Key responsibilities**

The post holder shall:

- Interact with visitors and participants proactively and providing a welcoming, inclusive, tailored approach to ensure they get the most out of their experience and offer any additional support required.
- Deliver Birthday Party experiences including the delivery of guided trails, workshops, party games and ensuring party guests have an enjoyable, safe and inspiring experience.
- Be responsible for the daily delivery and operations of the Holiday Club provision, welcoming children as they arrive, being responsible for group management and tailoring content to suit the needs and abilities of audiences, delivering timetabled activities throughout the day – whilst ensuring there is flexibility for experiences to be child led where appropriate.
- Deliver activities, tours, experiences within the setting of St Andrews Botanic Garden and on outreach where required to the high standards expected with regards to performance and professionalism
- Be proactive identifying improvements for visitor experience and share best practice/lessons learned with others in the team.
- Ensure all safety procedures are followed in accordance with the Trust's Health and Safety policies and procedures.
- Carry out other ad hoc duties, instructions or reasonable requests required by the business by the Management team and Education and Creative Programmes Leader.
- Successful candidates for this post will be required to join the PVG scheme and subject to a criminal check through Disclosure Scotland.

SABG 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 visit St Andrews Botanic Garden website and contact Education and Creative Programmes Leader Calum McAndrew via [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 or by post for the attention of Calum McAndrew, St Andrews Botanic Garden, Canongate, St Andrews KY16 8RT **by the 5pm on Sunday 12<sup>th</sup> February 2023**. 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 by arrangement in the Garden on **Monday 20<sup>th</sup> February 2023**.

### 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>		
High standard of general education		√
<b><u>Section 2 - Experience:</u></b>		
Experience working in a customer facing role	√	
Experience working for a visitor attraction		√
Experience working with children	√	
Experience working in science communication or outdoor education		√
<b><u>Section 3 - Abilities and Skills:</u></b>		
Able to work well as part of a team, and independently	√	
Excellent communication skills	√	
Able to prioritise tasks	√	
Flexible and adaptable	√	
<b><u>Section 4 - Knowledge and Understanding:</u></b>		
An appreciation of the role and purpose of Botanic Gardens	√	
Experienced in using Microsoft Packages		√
An interest in and knowledge of the natural world	√	
<b><u>Section 5 - Personal Qualities:</u></b>		
High standard of personal and professional integrity.	√	
Commitment to the objectives and values of the Garden.	√	
Commitment to collaborative team based working	√	
Happy to work weekends and public holidays	√	