



Job Description

Training Officer - Horticulture

Advantage is a small, internationally recognised company that specialises in enterprise and employability for young people. We have provided expertise, unique programme design and management in this field for over 30 years for government agencies in NI and worldwide. We have worked or advised on exciting youth enterprise & employability projects around the world.

"I know you have worked tirelessly with young people over the past twenty years...and have designed, developed and delivered innovative programmes to change the hearts and minds of young people."

- Minister for Enterprise, Trade and Investment

Job Content:

The role will primarily be to provide support the delivery of the Ravine Training and Work Experience Programme with a focus on horticulture. This includes supporting participants to achieve accredited qualifications, learn practical horticultural skills and develop valuable employability skills alongside overseeing the productive growing spaces within the Ravine Market Garden. The postholder will also play a key role in delivering the horticultural aspects of The Advantage Foundations social enterprise activities delivering both community benefit and real-world work experience opportunities for trainees.

This role is subject to a 6-month probationary period.

Activities to include:

Training Delivery

Working with the Training Officer in Conservation, a key part of the role will be to support the organisation in the delivery of accredited training and personal development all Ravine participants. This will involve:

- Deliver Level 1 OCN in Horticulture
- Deliver Level 1 OCN in Personal Success & Wellbeing
- Maintain relevant training materials
- Deliver workshops for skill development in the subject field
- Provide a tailored Work Experience to the young people on the Programme
- Record participant progress, attendance, and achievement data accurately.

Social Enterprise

- Lead on day-to-day management of the Market Garden, ensuring crops are planned, planted, maintained, and harvested in line with seasonal cycles.
- Coordinate the production of sustainable produce for the fulfilment of social enterprise activities
- Deliver work experience within the social enterprise operations to build employability skills
- Support in the monitoring of stock, quality, and customer feedback to support continuous improvement and sustainability.

Project Development

- Support wider Ravine site development in line with project and organisational goals
- Ensure horticultural practices align with biodiversity and sustainability goals.
- Maintain tools, equipment, and materials to ensure safe and efficient operations.

Administration

The role will involve providing administrative support to the core business, the project and across Advantage's suite of training. Activities will include, but are not limited to:

- Following Advantage's procurement to purchase materials, stock or equipment.
- Support evaluation and reporting for funders and project management
- Ensuring office, workshop and training supplies and spaces are maintained.
- Assistance with data management, report writing, filing and general administration.

Essential criteria:

- Qualification in Horticulture and/or related field experience.
- Experience working with young people, volunteers, or trainees in outdoor settings.
- Strong interpersonal skills
- A passion for working with/supporting marginalised young people
- Excellent written and oral communication
- Attention to detail
- Excellent IT skills
- Full driving licence and use of own car or ability to meet transport needs in full.

Desirable Criteria:

- Experience in commercial horticulture, nursery management, or garden maintenance
- Youth/Community background
- Experience delivering accredited training
- Experience developing training materials, delivery plans or online content
- Experience working in a social enterprise or VCSE organisation

Working Conditions

- Some travel may be a feature of this post. Must have appropriate insurance to cover use of own vehicle for business travel.
- A mobile phone and laptop will be provided if necessary.
- You will be working as part of a small, dynamic professional team.
- This role will be subject to an Access NI.

35 Hours per week: Monday-Thurs 8:00am-4.00pm Friday 8:00am – 1:00pm.

Some evening, weekend and overnight work possible but any hours worked over and above those contracted can be taken in lieu.

Flexibility within these working hours can be discussed and agreed in advance with the Director.

Salary

£25,500

Performance Standards

The company expects the highest professional performance standards from all staff coupled with flexibility, proactivity and a positive attitude.

Advantage expects employees:

- To deliver what is promised
- To make every pound count
- To deal honestly and with integrity
- To deliver and maintain good business relations
- To realise that working together we achieve more.

This role is funded by The National Lottery Community Fund