



Cassiltoun Housing Association Community Woodland Assistant Fixed Term (until 31st March 2025) Candidate Information Pack





Thank you for your interest in our vacant position of Community Woodland Assistant.

This file contains all of the information you will need to apply for the post:-

- General information regarding the Association
- The Job Description and Person Specification
- A brief summary of the Terms and Conditions of the post
- The Association's staff structure can be viewed on our [website](#).
- The Association's Privacy Notice can be viewed on our [website](#).

If you wish to join our ambitious team, please complete our application form and submit it along with your CV and covering letter to recruitment@cassiltoun.org.uk. For further details on the post please visit our website at <https://www.cassiltoun.org.uk/vacancies/>.

Please note the closing date for applications is **Tuesday 1 October at 12 noon**. We will not accept any applications received beyond this time.

Shortlisting Date: 7th October 2024

Interview Date: 16 October 2024

If you require further information regarding the Association or the position advertised, please do not hesitate to contact myself directly.

Thank you.

Paula Brownlie
Head of Corporate, HR & Finance

Telephone: 0141 631 5207

Email: paula.brownlie@cassiltoun.org.uk

1. *Background*

- 1.1 Cassiltoun Housing Association was formed in 1984 and is a Registered Charitable Organisation which operates within a Group Structure
- 1.2 The Association owns 1,079 tenanted units and factors over 150 owners. We have recently completed an ambitious development programme where we completed 102 high quality energy efficient homes.
- 1.3 The Association has 4 sub-committees:
 - Audit & Risk
 - Staffing
 - Regeneration & Operations
 - Health and Safety
- 1.4 The Association and its subsidiaries are social enterprises and are actively involved in the regeneration of the local area. This includes: employment programmes, social inclusion initiatives, environmental initiatives and projects to improve education and health outcomes.
- 1.5 The Association operates from our offices at the multi-award winning Castlemilk Stables.

2. *Staffing*

- 2.1 The Association's current staffing structure involves 34 staff deployed as follows:
 - CEO
 - Senior Management Team –
 - Director of Operations
 - Head of Corporate, HR & Finance
 - Head of Asset Management
 - Housing Manager
 - Operations Team (incorporating Technical Services, Housing Services and Advice Team)
 - Finance and Corporate Services Team
 - Community Team



Community Woodland Assistant (Fixed term until 31st March 2025)

Cassiltoun are committed to regenerating our community not only through first class housing services but by our wider community development work. We also work closely with our subsidiary companies and in partnership with other organisations and agencies.

The Community Team deliver a range of projects that respond to community aspirations and seek to address local issues through an asset-based community development approach. This includes community art initiatives, a community woodland project (Castlemilk Park), digital inclusion support, youth work, health and wellbeing activities, a large number of events, community gardening, community food initiatives, and a volunteer development programme – at the centre of all of these is participation and involvement from the local community.

Community Woodland Assistant (Fixed Term until 31 st March 2025)	CHA Grade 3 PA5 £21,924 (pro rata)
--	--

We have an opportunity to join the team as a Community Woodland Assistant. This is a fixed term post until 31st March 2025 for 14 hours (2 days) per week with the preferred days being Tuesdays and Thursdays.

If you wish to join our ambitious team, please complete our application form and submit it along with your CV and covering letter to recruitment@cassiltoun.org.uk. For further details on the post please visit our website at <https://www.cassiltoun.org.uk/vacancies/>.

Closing Date: Tuesday 1 October at 12 noon.

Shortlisting Date: 7th October 2024

Interview Date: 16 October 2024

Cassiltoun Housing Association is striving towards equal opportunities for all.

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Community Woodland Assistant	Department	Community Team
Reporting To	Community Woodland Officer	Grade	Grade 3 (PA5) £21,924 (pro rata)
Post Number		Date	September 2024

Job Purpose

Cassiltoun Housing Association are looking to recruit a part-time fixed term Community Woodland Assistant to enable the delivery of our wide-scale Castlemilk Park Project, specifically related to the delivery of the Castlemilk Park Volunteer strand of our Volunteer Development Programme.

This vacancy is funded through Scottish Forestry and the Mushroom Trust.

The post-holder will report to the Community Woodland Officer and work with other members of the Community Team to fulfil key duties.

Accountability

Role is part of the Community Team, reporting to the Community Woodland Officer

Job Descriptions and Person Specification

Vacancy	Job Description	Person Specification
Community Woodland Assistant	<ul style="list-style-type: none"> - Understand and uphold the Association's Values. - Assist with the delivery of Castlemilk Park Volunteer Sessions - Deliver weekly community litter picks and light maintenance, supervising volunteers - Report instances of vandalism/fire-raising etc through appropriate channels - Engage with community members - Assist with woodland workshop and event preparation and administration - Support with other duties as and when required 	<p>Essential Criteria</p> <ul style="list-style-type: none"> - Understanding of health and safety - Understanding of woodland management - Understanding of basic woodland species identification. - Commitment to working in the outdoors - Demonstratable experience working with people - Ability to work independently <p>Desirable</p> <ul style="list-style-type: none"> - Experience of adhering to risk assessments - Experience supervising small groups

		<ul style="list-style-type: none">- Experience of environmental education delivery- Understanding of an asset-based community development approach- First Aid Certificate- Hands on experience of working in the outdoors
--	--	--

Community Woodland Assistant

(Fixed Term until 31st March 2025)

Summary Terms of Conditions

Location	Role will be based at: Castlemilk Stables, 59 Machrie Road, Glasgow G45 0AZ
Standard Hours of Work	14 hours (2 days) per week.
Grade & Salary	Grade 3 (PA5) £21,924 (pro rata)
Payment Method	Paid on the last Thursday of each month by the BACS system into your bank account
Annual Leave	27 days per annum (pro rata)
Public Holidays	15 public holidays (pro rata)
Notice Period	One month written notice by either side
Pension	The Association currently offers a contributory pension scheme