

### Job Title: Garden Coordinator

<b>SALARY</b>	<b>£22 - £24k per annum depending on experience (pro rata)</b>
<b>HOURS</b>	<b>24 per week, to include some weekends and Bank Holidays we hope to add more days with funded projects.</b>
<b>REPORTS TO</b>	<b>Visitor Experience &amp; Events Manager</b>
<b>REPORTING TO THIS POSITION</b>	<b>Volunteers/ Casual Staff</b>
<b>JOB PURPOSE (Overall Objectives)</b>	
<p>Reporting directly to the Visitor Experience &amp; Events Manager, the appointee will:</p> <ul style="list-style-type: none"> <li>• In conjunction with senior management, coordinate the day to day upkeep of the garden, green spaces throughout the farm and allotment.</li> <li>• Supervise a garden volunteering programme while ensuring high levels of health &amp; safety at all times.</li> <li>• Work closely with other departments to create a welcoming, fun and educational environment for visitors of all ages and backgrounds.</li> </ul>	
<b>GARDEN &amp; GREEN SPACES MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>• Maintain the garden and growing spaces around the farm and allotment.</li> <li>• Supervise a team of volunteers working in and around the garden spaces.</li> <li>• Create a growing plan and regular task schedules for volunteers to use.</li> <li>• Assist with Corporate Volunteer groups working on garden projects.</li> <li>• Create an assisted volunteer programme for the green spaces.</li> </ul>	
<b>CUSTOMER SERVICE</b>	
<ul style="list-style-type: none"> <li>• Deal with customer queries in line with the Farm's complaints policy.</li> <li>• Assist with the planning and provision of events, visits, open days etc.</li> <li>• Work closely with other staff to maximise visitor enjoyment and increase awareness of the our charitable objectives.</li> </ul>	
<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>• Contribute to the Farm's educational and outreach programmes, helping to maximise volunteering and educational opportunities for people of all ages and abilities, including those with special needs.</li> <li>• Play an active part in offering and supporting on and off-site activities including in tours and talks.</li> <li>• Supervise and assist volunteers and work experience staff, ensuring that they are able to meet personal objectives and learn new skills.</li> </ul>	
<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>• Play an active part in ensuring that all green areas are safe and that all relevant paperwork (i.e. risk assessments) are kept up to date.</li> <li>• Ensure that volunteers are fully aware of and comply to health and safety guidelines.</li> <li>• Identify visitor accessibility issues around the site and work with other staff to address these.</li> </ul>	

## JOB DESCRIPTION

<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>Actively participate in regular team meetings – providing positive and constructive feedback and ideas on all aspects of the Farm’s work.</li> <li>Answer any queries promptly and professionally, including answering the telephones and email correspondence.</li> <li>Promote the Farm in a positive manner at all times, both internally and externally.</li> <li>Act as a point of contact for all garden related matters, working with staff to resolve problems and ensure facilities are open and accessible to the public.</li> <li>Share relevant knowledge about gardens and growing with colleagues and volunteers.</li> </ul>
<p><b>STAFF &amp; VOLUNTEER MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Supervise and coordinate volunteers and part time/casual staff.</li> <li>Work closely with other staff to ensure compliance with key policies, including Equal Opportunities and Safeguarding.</li> </ul>
<p><b>FINANCE &amp; ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>Help to monitor department spending and minimize wastage.</li> <li>Work with senior staff to identify new ways of increasing revenue streams and donations to the farm.</li> </ul>
<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>React to unexpected operational challenges in a calm, efficient and professional manner.</li> <li>Promote environmental sustainability in all areas of responsibility.</li> <li>Carry out any other duties that may arise which are appropriate to the role.</li> </ul>

### Personal Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>RHS Level 2 or equivalent qualification in horticulture of demonstratable equivalent experience.</li> </ul>	
WORK RELATED EXPERIENCE	<ul style="list-style-type: none"> <li>Experience growing a wide range of plants in different conditions.</li> <li>Experience of recruiting and coordinating volunteers.</li> <li>Experience of Health and Safety, including risk assessment and maintenance management</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a community garden.</li> <li>Experience of working with adults and children with physical and/or learning disabilities.</li> </ul>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> <li>Good numeracy, literacy and IT skills, with the ability to keep accurate records.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fundraising and income generation.</li> <li>Competent in all aspects of DIY</li> </ul>

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	<ul style="list-style-type: none"> <li>• Experience of working with and supervising volunteers and young people.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Safeguarding and Equal Opportunities legislation.</li> <li>• Staff management experience.</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Excellent communication</li> <li>• A positive team player</li> <li>• Able to work weekends and flexible to the needs of the job.</li> <li>• A creative, open and innovative approach to working with people, particularly those who experience disadvantage and inequality.</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>• Full clean driving license</li> <li>• Consent to an enhanced DBS</li> <li>• Able to meet the physical requirements of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First aider</li> </ul>

### How to Apply

**Closing Date:** midnight on Sunday 17<sup>th</sup> July 2022

To apply please email your CV and covering letter detailing how you meet the requirements of the role to Olivia Pavey, Visitor Experience Manager at [information@deencityfarm.co.uk](mailto:information@deencityfarm.co.uk).

Only shortlisted candidates will be contacted. Please note that the successful applicant will be asked to undertake a DBS check.