

## Role Profile

Role Title:	<b>Community Garden Coordinator</b>
Department:	Landscape and Environment
Reporting To:	Environment Projects Officer
Hours:	15 per week worked flexibly - TBA
Salary Range:	Scale 5 – SCP 12–17 £26,421 - £28,770 FTE (£7,141 - £7,776 actual salary)

## Overview

Woughton Community Council is the council closest to the communities of Netherfield, Coffee Hall, Eaglestone, Tinkers Bridge, Leadenhall, Peartree Bridge and Beanhill. Supporting a population of around 14,000 people, the parish has some challenges but is a vibrant and welcoming community. An innovative and forward-thinking council, we are committed to the highest standards of delivery in everything we do.

*The Community Garden is a new project, funded in part through the Big Lottery Fund, providing a sustainable growing space for groups across the parish. With good 'off grid' infrastructure in place, the right person will help develop the site, a range of activities and support local groups to take ownership of plots.*

We are looking for someone with a passion for horticulture, knowledge of sustainable practices, an ability to share ideas, knowledge and enthusiasm with diverse groups and a drive to make this project a success.

With a committed, passionate team in place, the right applicant has a chance to make a real difference to the lives of local people, whilst developing professionally in a friendly and supportive environment.

## Key Duties

Your key duties, are including but not limited to the following:

- To manage the day-to-day running of the community garden site
  - Design and delivery of the space, to maximise impact
  - Management of equipment and resources
  - Overview of health and safety, supporting best practices
- To provide support to local groups who want to get involved with growing activities.
- To offer specific courses, training sessions, advice surgeries and similar to enable both groups and individuals to learn about
  - Growing food (fruit, herbs, vegetables, etc)
  - Sustainable horticulture and environmental management
  - How to take skills and knowledge back to communities and households, building wider food growth across the parish
- To provide reports, demographic information and outcome information to support the long term provision of the project
- To work with the wider council projects to support delivery of fresh fruit, vegetables and similar towards community food, events and similar.
- Working to ensure inclusive practice, with equality and diversity issues considered at all times.

## Person Specification

### Essential

- Knowledge of community growing spaces and activities
- Understanding of basic gardening, growing, horticulture practices
- Experience of supporting groups to develop.
- Experience of working with diverse communities.
- Willingness to undertake continuing training and development.
- Ability to work both independently and as part of a wider team and organisation.
- Knowledge of, or willingness to learn about relevant health and safety policies and procedures to ensure high standards.
- Experience of organising events/projects.
- Ability to plan and deliver practical environment/horticultural activities.
- A passion for all things green and growing.

### Desirable

- Experience of gathering demographic and other relevant information from participants.
- Experience of report writing, presentations and
- Knowledge of local area.

### Technical job-related skills

Knowledge of seasonal vegetable growing  
Right plant right place knowledge

### Personal job-related skills

Ability to work with a wide range of people, from across the demographic spectrum

### In return we offer:

- We are a Living Wage employer and offer a competitive salary range.
- We offer flexible working options (within the role specified)
- We are a Mindful employer, supporting positive mental health and wellbeing.
- We encourage access to training and development opportunities, with excellent levels of support and a focus on professional development.
- We offer a 'Bike to work' loan scheme, providing tax free loans for bikes and cycling equipment.
- We have an Employee Assistance Programme through the Buckinghamshire and MK Association of Local Councils, promoting wellbeing and offering a range of options to support good mental health.
- We offer an excellent Local Government pension scheme, good levels of annual leave and excellent terms and conditions (including annual incremental pay rises, sick pay, dependents leave and similar).