**Community Gardens Coordinator**

**Deadline for applications:** Wednesday 16th June
**Interview date:** Tuesday 22nd June

**Job Description**

**Hours:** P/T 28 hours per week. Some evening and weekend work will be required.

**Salary:** £19,774 - £21,915(£24,717 – £27,394 FTE) dependant on experience

Urban Roots provides a 5% company pension scheme and a generous holiday allowance
**Contract:** Fixed term 18 months post (ongoing subject to further funding)

**Location:** Toryglen Community Base

**Reporting to:** Urban Roots Manager

**Responsible for:** Project delivery staff, freelance workers, volunteers

Urban Roots is a thriving environmental and health improvement organisation. Over the past ten years we have worked with local residents and organisations to establish a network of community garden spaces across the Southside of Glasgow. We are passionate about the benefits that community gardens bring to improving local environments, promoting community cohesion and supporting the health and well-being of people of all ages.

We are looking to recruit an enthusiastic person to coordinate activities in two community gardens in Toryglen. This will involve managing the weekly volunteering groups at these gardens, which are led by our two project support workers. You will also be responsible for coordinating our outreach work with local schools, care home and other support organisations.

Your role will also involve running our newly established garden task force. This is a weekly volunteer group which will support schools and community groups to establish community food growing spaces across the Southside. You will be required to travel between various sites on a regular basis and for this you will have use of our electric van. A clean driver’s licence is required.

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| **Principle Responsibilities**1. Coordinate the delivery of Urban Roots community gardening projects and programmes in Toryglen. This will include:
	* + Working with community groups, schools, housing associations, and local people to identify shared environmental or health related needs and priorities in the area.
		+ Coordinating regular community gardening volunteering activities in Toryglen
		+ Coordinating outreach programme with local schools and other support organisations
		+ Establishing regular skill sharing and training opportunities to sustain involvement.
2. Delivery of the Urban Roots Garden Task Force, including coordination of the work programme, purchasing resources and volunteer recruitment.
3. Coordinate a programme of community activities to promote healthier lifestyles, including Grow Your Own Food courses, Great Grub cookery classes, seasonal events and active travel.
4. Recruit, induct & support volunteers so they receive a valuable experience through Urban Roots, including training, enjoyment, and a sense of achievement.
5. To help promote Urban Roots profile and achievements within the local area so as to attract new volunteers/learners and raise public awareness of Urban Roots programmes & activities.
6. Work closely and in partnership with agencies including GCC, local housing associations, the health improvement team and other third sector organisations as appropriate to deliver projects.
7. Manage project budgets and reporting to funders.
8. Manage and oversee the work of sessional staff and freelance workers and other project staff where appropriate.
9. Ensure that all activities adhere to UR policies and procedures with particular emphasis on health and safety procedures, and child protection & protection of vulnerable adults.
10. Offer hands on & day to day input of organisational development and project delivery.
11. To check and maintain any resources as allocated
12. Any other reasonable duties to perform the job role.
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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Training** (To be demonstrated on application and at interview) |  |  |
| * Good general education (Advanced Highers/A-Level equivalent) and/or 3 years minimum relevant work experience relating to the role
* Horticultural, environmental or community development qualification
 | ✓ | ✓ |
| **Experience** (To be demonstrated on application and at interview) |  |  |
| * Experience of working in a community development, community gardening or environmental setting
* Experience of designing and building community garden spaces
* Experience of working with and managing volunteers
* Experience of organising and evaluating courses and workshops
* Experience of project delivery in partnership with a range of statutory and third sector stakeholders.
* Experience of organising and running community events
* Experience of managing budgets
* Experience of reporting to funders
* Experience of line managing staff
 | ✓✓✓✓✓✓✓ | ✓✓ |
| **Knowledge and Understanding**(To be demonstrated on application and at interview) |  |  |
| * Knowledge and understanding of horticulture and food growing
* Knowledge of community engagement techniques
* Knowledge of marketing and social media techniques
 |  ✓ | ✓✓ |
| **Skills and Abilities**(To be demonstrated on application and at interview) |  |  |
| * Good verbal and written communication skills
* Good planning and organisational skills
* Sound project management skills with good attention to detail
* Good computer literacy
* Ability to work on own initiative
* Ability to use and train others to use a variety of hand tools
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| **Personal Qualities**(To be demonstrated at interview) |  |  |
| * Commitment to the aims and objectives of Urban Roots
* Friendly and personable
* Commitment to equal opportunities and healthy and safe working practices
* An interest in environmental issues
* Willingness to work some evenings and weekends as required
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