

JOB DESCRIPTION

Job title:	Community Garden Coordinator
Hours:	20 hours per week
Contract type:	18 month fixed term contract
Salary:	£15 per hour plus optional workplace pension
Location:	Whitburn
Start date:	As soon as possible
Reports to:	Community Development Worker
Responsible to:	Board of Directors, Whitburn and District Community Development Trust

About the Community Garden

The Community Garden was established in 2021 with food grown in the 2 years following. Whilst one aim is to grow fruit and vegetables for our Community Fridge Project, the overall space is designed to allow the wider sharing of knowledge, such as: how to grow fresh food; how to support wildlife; how to improve the local environment; and much more; and, to encourage community participation and engagement.

We have been working in partnership with NHS Lothian and West Lothian Council on a Whole Systems Approach to Type 2 Diabetes. This partnership project has been instrumental in securing funding for this project to deliver enterprising activities and opportunities designed to support local people to achieve such things as better health and wellbeing (with positive mental and physical impacts, and educational opportunities).

Currently open on Monday and Thursday afternoons the aspiration is to open more to expand the activities / opportunities on offer.

Job Role

This role will coordinate and deliver varied activities and opportunities from the Community Garden, adding organisational capacity through bringing new skills, knowledge and enthusiasm to the project.

This delivery will include, but is not limited to: increased health and wellbeing activities; knowledge sharing through increased educational offerings; add varied activities and levels of support for our volunteers.

People skills and a positive attitude is a must for this volunteer and public facing role.

Key Duties

- Lead and facilitate engaging volunteer group sessions in a range of activities (gardening, community workshops, site maintenance and development).
- Develop and deliver our educational offering across all ages and a range of activities, incorporating both structured and self-led opportunities.
- Engage with partners, including local schools, to deliver effective and successful sessions.
- Recruit volunteers and deliver training and support, both on a group and individual basis.
- Support volunteers to access groups and training and empower them to enjoy a positive volunteering experience.
- Deliver public and targeted events throughout the year.
- Develop and deliver site infrastructure projects.
- Adapt activities and opportunities for a wide range of abilities and needs.
- Develop and implement policies, practices, procedures and systems to ensure that the site is run in as safe and appropriate a manner as possible, for all individuals who access the site.
- Responsible for carrying out Risk Assessments and ensuring that Health and Safety procedures are adhered to at all times.
- Coordinate with and represent the project with partner organisations.
- General site upkeep and maintenance duties / appropriate data collection and administration duties.
- Maintain and develop communications and social media associated with the project.
- Any other duties that may reasonably be required in line with your main duties.

Personal Qualities

Category	Essential Criteria	Desirable Criteria
Experience	<p>Experience in managing outdoors/environmental volunteer projects</p> <p>Experience of Community led or based work including engagement and encouraging participation</p> <p>Experience in delivering and developing educational activities</p> <p>Personal volunteer experience and work with other voluntary organisations</p> <p>Experience in volunteering activity relating to health & wellbeing</p>	<p>Experience in monitoring, evaluating and reporting on community development initiatives</p> <p>Experience in volunteer coordination and development including delivering training</p> <p>Experience in project planning and management</p> <p>Experience in woodworking/upcycling/repair</p> <p>Including safe usage of power tools</p>
Skills and Abilities	<p>A high level of inter-personal skills</p> <p>Ability to work as a member of a team and to link with a wide range of other projects.</p> <p>Ability to independently lead a safe and enjoyable volunteer session.</p> <p>Self -motivated with organisational and time management skills, and with the ability to set and achieve realistic targets and to manage own workload.</p> <p>Good networking skills</p> <p>Ability to work under pressure and meet deadlines</p> <p>Good literacy, numeracy and computer skills.</p> <p>Ability to follow health and safety procedures as well as carry out dynamic risk assessments while leading volunteer sessions</p>	<p>Ability to problem solve and to use initiative and to innovate as part of problem solving.</p> <p>Practical skills in outdoor activity and land management</p> <p>Digital media</p> <p>Ability to write, update and implement risk assessments.</p>
Qualifications and Knowledge	<p>A high level of training or knowledge in leading groups, preferably in the voluntary sector</p> <p>Good knowledge of or training in community development/activity and engagement and evidence a willingness to learn and develop new skills.</p>	<p>A relevant degree or other qualification in one of the following: community development, environment/ecology, science, communication/woodland management, social enterprises</p> <p>First aid</p> <p>Driving licence</p> <p>A relevant specialist subject or area of expertise</p>

Personal Qualities

Category	Essential Criteria	Desirable Criteria
Personal Qualities	<p>Good “people skills” with patience, understanding and compassion</p> <p>A belief in the values and potential of community based development and of ecological and environmental education</p> <p>Ability to prioritise</p> <p>Resilient and flexible</p> <p>Can work well both independently and as part of a team</p> <p>Ability to cope under pressure</p> <p>Ability to produce work of a consistently high standard</p> <p>Creative and personable</p>	
Other Requirements	<p>Post will require some out of hours working for which time in lieu will be available</p>	

How to Apply

To apply, please provide answers to the three questions below and send a copy of your CV (no more than two sides of A4) to whitburncdt@yahoo.co.uk. A strict word count is applied to your responses, please do not exceed the limit. You will receive an email receipt of your application within 24 hours. The deadline for applications is 17:00 on Sunday the 25th February 2024.

*Important: please send both your CV and questions responses as PDF files only.

1. Why do you want to do this role? What is it that motivates you to apply to work at the Community Garden? (250 words max)
2. Using the essential and desirable criteria, please explain what relevant experience you have for this role and how it might benefit the Community Garden Project. (500 words max)
3. Thinking about your own approach to work, when and how do you produce your best results and how do you work cooperatively to achieve them? (250 words max)

Notes on the application process

Your application for this role will now be reviewed – with personal details redacted to avoid unconscious bias. If you are successful we will invite you to interview on Friday 15th March 2024.

If you have not heard from us by Friday 8th March 2024, please assume your application has been unsuccessful.

Thank you for your interest in this post.