

JOB DESCRIPTION (Temporary Role - 12 month Maternity Cover)

Job title:	Assistant EGP Community Coordinator
Salary:	£25,000 pro-rata
Location:	Edinburgh: minimum one day per week in office. Regular travel across Edinburgh
Hours:	21 or 28 hours / 3 or 4 days per week, including occasional evenings and weekends. Salary will be pro-rated based on agreed hours.
Job purpose:	<p>To support the day to day running of Edinburgh Garden Partners including partnership matching activity.</p> <p>To work towards EGP's vision of sustainable, connected communities where everyone lives well and has space to grow.</p>

Key duties and responsibilities:

1. Work closely with the EGP Community Coordinator to create new garden partnerships; recruit new volunteers and garden owners and facilitate the matching process.
2. Provide support and supervision to volunteers, helping them to develop their skills in both gardening and befriending.
3. Organise and support a programme of training and social activities for volunteers to gain and share knowledge and skills about gardening, the environment and well being.
4. Grow an engaged and enthusiastic volunteer base, celebrating the wide range of additional skills volunteers bring and supporting our community to contribute meaningfully to the ongoing development of the organisation.
5. Manage marketing and communications, including collating monthly newsletter and sharing content on social media platforms and in whats app groups.
6. Feed into progress reports, ensuring the achievements of volunteers are recognised.
7. Manage the health and safety of volunteers taking part in EGP activities, conducting risk assessments as appropriate.
8. Efficiently carry out all administrative tasks relating to the role, including collating and inputting data into Salesforce (management software).
9. Participate in regular support and supervision meetings with the EGP Community Coordinator.
10. Readily support all day-to-day aspects of operations and other duties reasonably requested by EGP, deputising for the EGP Community Coordinator in their absence.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Skills and experience	Experience of volunteer management	Experience of supporting befriending or mentoring relationships.
	Experience of, or interest in, gardening and food growing, which could be through employment, volunteering, or personal.	
	Excellent interpersonal skills and able to establish rapport with people quickly.	
	Excellent written and verbal communication skills and proficiency with IT and social media.	
	Excellent time management and organisational skills.	Experience of managing risk and facilitating group work outdoors.
Attributes	Ability to communicate clearly and sensitively with people from diverse backgrounds and cultures.	A clear understanding of the impact of social isolation on different groups in the population.
	Ability and willingness to travel regularly across Edinburgh.	
	A professional approach to your work, comfortable balancing autonomy and accountability.	
	A generous team player, recognising the value in a diversity of perspectives and approaches.	
	Good awareness of personal and professional boundaries.	
	Commitment to our organisational values .	