**JOB TITLE:** Community Garden Coordinator (2 days per week: Tuesdays and Fridays)

**REPORTS TO:** General Manager

**PLACE OF WORK:** Bridgend Farmhouse (Community Allotments & Garden)

41 Old Dalkeith Road, Edinburgh, EH16 4TE

**HOURS OF WORK:** 14 hours a week (Tuesdays and Fridays)

**SALARY:** £11,355 based on 14 hours £28,389 pro-rata. There may be the possibility of additional hours.
**PENSION:** 4% employer contribution (conditions apply)
**HOLIDAYS:** PRO RATA ALLOWANCE OF: 25 days of annual leave and 9 public holidays (13.5 days)

**CONTRACT:** 12 months fixed term

**About Bridgend Farmhouse:**

Bridgend Farmhouse is an award-winning community benefit society with charitable status based in South East Edinburgh. Our mission is learning, working, and growing together to develop a flourishing community and place. Following a successful campaign to gain community ownership of the land, the community project renovated and extended the 18th century farm steading and now runs a thriving community hub where people meet to carry out creative, physical, and purposeful activities and to share their skills and knowledge with others. We work to address social inequalities, reduce isolation and loneliness, strengthen community involvement, build local resilience, develop environmental education and stewardship, and support people to be active agents in their life. Our members are our 400+ Community Shareholders, and we are led by our Board of Directors/Trustees who are elected from our membership and are predominantly local people. We work with a sociocratic model of sub-groups and Volunteers’ Forum to inform and influence decisions at all levels of the organisation. ￼

**Purpose of the post:**

This post involves working alongside a fellow Gardening Coordinator to manage the Bridgend Farmhouse Organic Allotment and community garden. The successful applicant will use all the facilities at their disposal to organically grow and harvest food to be used in our community kitchen and café. There is a particular focus on engaging and helping adults with Learning Disabilities and local residents from our area of benefit: EH16/EH17 areas in south-east Edinburgh. The post holder will reach out to people of diverse groups to involve them in a range of gardening activities, to help address health and wellbeing inequalities, and raise awareness of environmental and climate issues.

As a Community Garden Coordinator (CGC) you will oversee the delivery of community organic gardening sessions on regular gardening volunteer days (Tuesdays and Fridays) and training sessions at Bridgend Farmhouse allotment and garden. The post holder will coordinate and develop learning, training, and volunteering opportunities in the gardens with participants, according to their needs and abilities. The successful applicant will also help to develop partnership work and collaboration with other organisations and interest groups to utilise the allotment and gardens and, alongside the General Manager, identify further funding and income generating opportunities to sustain this project. The post holder will work closely with the Community Food/Cafe Coordinator on the overall delivery of the Farm2Fork project.

The Community Gardening Coordinator has shared responsibility for the smooth running and maintenance of our recently acquired organic community allotment garden and accompanying portacabin, wooden hut and growing structures, and farmhouse garden. They will develop and maintain the land and facilities and create robust systems to ensure the allotment and gardens can grow, to contribute to the development and growth of Bridgend Farmhouse, community kitchen and cafe. This role will require flexibility, including some evening and weekend work, to allow the team to meet community members’, groups’, and external stakeholders’ needs to ensure the success of the organisation, and highlight Bridgend Farmhouse as a community space to learn, work, and grow together.

**The overall purpose of the post**

To support Bridgend Farmhouse community allotments in the safe and efficient day-to-day operation of the land and garden facilities for the benefit of all users. In particular:

* Coordinate Bridgend Farmhouse community allotment/garden facilities
* Responsible for all general maintenance and upkeep of gardening tools, and growing structures
* Implement health, safety and safeguarding policies within the boundaries of the site
* Plan, harness and maximise seeding and growing yields for optimum harvesting throughout the year

**Main responsibilities:**

* Coordinate the delivery of regular weekly volunteer sessions at Bridgend Farmhouse on Tuesdays and Fridays. This will involve working in close collaboration with your fellow Community Garden Coordinator.

* Develop partnerships and collaborations with other community groups, schools, support services, and user groups who can participate in the community gardens and managing different beds or parts of the garden/allotments
* Through outreach and promotion, engage and support new volunteer and membership engagement with the project and activities, particularly with groups who are marginalised by learning disabilities, social isolation, mental health and Black and Minority Ethnic groups within our area of benefit
* Encourage peer-led group working, learning activities, and opportunities for skills exchange in the gardens
* Recruit and supervise free-lance consultants/sessional workers for relevant training events or activities
* Help organise events and training days in the allotments/gardens
* Contribute to the ongoing development of an evidence base for tracking individuals’ progress. tracking individuals’ progress. Track and work within budget. Gather regular evaluations, case studies for feedback purposes.  Contribute evidence required for any funders using varied media
* Attend the monthly Bridgend Farmhouse Garden/Food or Land Group meetings to help coordinate the project and gardens with members and volunteers, and encourage collective and democratic decision making with all those involved
* Be prepared to work occasional evenings or weekends in response to organisational needs
* Represent Bridgend Farmhouse at external events relevant to community organic gardening to forge positive networks, advocacy and awareness of environment and climate issues
* Work with Admin and Finance Officer to keep maintenance, stock level, and inventory records up to date
* Comply with current health, safety and safeguarding policies and operating procedures

* Undertake any other duties as may be reasonably required by the organisation and as determined by the General Manager

**PERSON SPECIFICATION**
Essential knowledge, experience, skills and attributes:

1. Experience of community gardening or community development work.
2. Qualification in horticulture, or extensive knowledge of organic gardening practices.
3. Experience of Recruiting, Motivating, Supervising and working with volunteers particularly people with Learning Disability and Vulnerable Groups.
4. Knowledge and experience of dealing with Safeguarding polices.
5. Knowledge of sustainable, biodiversity and permaculture gardening methods.
6. Good knowledge of Reduce, Reuse, and Recycle approaches to waste.
7. A strong commitment to teamwork and joint planning alongside the ability to work on own initiative, ability to self-manage, prioritise and self-administrate.
8. Excellent communication, interpersonal skills, a good team player with positive and inclusive approach.
9. Good Level of IT and digital competence, confidence and self-reliance - including social media platforms.
10. Resilient, can-do and problem-solving approach to challenges.
11. Building and sustaining strong working relationships with diverse stakeholders.
12. Conducting, monitoring and evaluation of projects
13. Ability to contribute to funding applications

**Desirable knowledge, experience and skills:**

1. Knowledge of the local area and its communities
2. Training/qualification in First Aid
3. Recognised qualification in Horticulture
4. Experience of supporting and motivating volunteer groups to take part in collective decision making

**Disclosure (PVG) requirements**

The appointment is subject to Bridgend Farmhouse being satisfied that the candidate meets the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007.

**Closing date and application:**

Please send your CV and reasons why you should be considered for this position to Claire.Wheeler@bridgendfarmhouse.org.uk by 5pm Wed 16th July.

Bridgend Farmhouse, June 2025