Vauxhall City Farm
165 Tyers St, London SE11 5HS
Info@vauxhallcityfarm.org
020 7582 4204
www.vauxhallcityfarm.org

Community Garden Manager Recruitment Pack

Job Title	Temporary Community Garden Manager (Sabbatical cover)
Salary	£29,000 to £31,500 pro rata
Contract Type	Fixed Term for 12 months.
Hours	28 hours per week (occasional weekend or evening work may be required)
Responsible to	Managing Director

Role purpose

This is an exciting opportunity to join one of London's leading city farms and play a key role in providing nature and habitats, opportunities, education, training to the local community and beyond. As a small yet growing charitable
organisation, this also offers candidates an opportunity for personal and professional growth. Vauxhall City Farm turns 50 in 2026, and you will join a team that is committed, enthusiastic and future focused.

The Community Gardener will provide continuity for the Community Garden and horticultural areas across Vauxhall City Farm during the substantive postholder's sabbatical.

The role combines practical organic horticulture, ecological site management, habitat creation, volunteer leadership and inclusive community programme delivery. The postholder will ensure that the gardens are productive, biodiverse, welcoming and managed in a way that reflects The Farm's commitment to sustainability, environmental responsibility and community participation.

Main Responsibilities

Practical horticulture and garden maintenance

- Maintain the Community Garden and horticultural areas across the Farm to an appropriate professional standard.
- Deliver seasonal sowing, propagation, planting, cultivation, harvesting and garden maintenance using organic methods.
- Manage day-to-day glasshouse and propagation activity and soil health through composting, mulching, organic growing methods and cultivation.
- Monitor plant health and respond appropriately to pests, diseases, weather conditions and seasonal pressures.
- Maintain watering and irrigation arrangements, including during hot weather and during annual leave.
- Maintain paths, raised beds, growing structures, tools and horticultural workspaces.
- Support wildlife-friendly and ecological management, including habitat features, deadwood, pollinator planting and maintenance.
- Ensure produce is harvested, recorded and made available for agreed Farm use, sale or community distribution.
- Respond to and develop climate resilient practices, including sustainability.

Delivery of established garden plans

- Create and design annual and seasonal horticultural plans and programme priorities providing clear records of sowing, propagation, planting, harvesting and significant garden work.

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- Discuss substantial changes to planting, infrastructure, programmes or use of the garden with the Farm Director before implementation.
- Record challenges, learning and recommendations to support continuity and the substantive postholder's return.

Volunteer and Community Engagement

- Coordinate and develop our regular garden volunteer programme, increasing the number of volunteers, and providing clear induction, support supervision and learning opportunities – maintaining records for reporting.
- Support volunteers to develop horticultural knowledge, confidence and practical skills and provide appropriate health and safety training on tools and procedures.
- Develop our community programmes, working with our community as well as local organisations and schools to facilitate wellbeing, learning and employability opportunities through clubs, drop-in sessions and longer-term projects.
- Support designated SEND gardening provision, adapting tasks and communication to meet participant needs.
- Plan and supervise agreed corporate and community volunteer days by identifying suitable practical tasks that contribute meaningfully to garden priorities.
- Provide opportunities for visitors to engage with the garden and planting throughout the site.
- Work closely with the Education team to enhance their learning opportunities in garden and food production focussed sessions.
- Work closely with the Farmyard team to provide fresh food for animals, produce to sell at the front gate and on sustainability practises such as composting.

Administration and communication

- Maintain garden logs, seasonal plans, plan records and relevant digital files.
- Record harvests, volunteer participation and programme activity.
- Monitor routine horticultural spending within the agreed budget.
- Provide garden information, photographs and activity data for reports and funding applications.
- Communicate emerging risks, resource needs and operational pressures to the Farm Director.
- Contribute to team meetings and relevant organisational planning.

Health & Safety and Safeguarding

- Escalate safeguarding, conduct, health and safety or support concerns through the appropriate Farm procedures
- Maintain safe working practices within all gardening areas, completing or contributing to activity risk assessments where required.
- Maintain tidy and accessible workspaces, storage areas and routes through the garden.
- Follow Farm policies relating to safeguarding, lone working, manual handling, COSHH, accident reporting and volunteer management.
- Report defects, hazards, incidents and safeguarding concerns promptly.
- To follow all Vauxhall City Farm policies and procedures

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Person specification

- RHS Level 2 or an equivalent horticultural qualification and/or 3 years + experience and of working in horticulture and sound knowledge.
- Experience managing a glasshouse or propagation space.
- Experience of seasonal garden maintenance, propagation and productive growing using organic practices.
- Knowledge of biodiversity, habitat creation and wildlife-friendly management.
- Ability to plan and prioritise practical work independently.
- Experience leading volunteers, groups or practical sessions, especially those from varied backgrounds and with different support needs including SEND.
- Strong communication and interpersonal skills.
- Clear understanding of safe tool use and practical garden risk management.
- Good organisational and record-keeping skills.
- Ability to undertake physical outdoor work in varied weather conditions.
- Willingness to work occasional agreed weekends or events.
- Commitment to Vauxhall City Farm's charitable purpose and inclusive community practice.
- Experience supervising corporate volunteer groups.
- Experience contributing information to monitoring, evaluation or funding reports.

How to apply

To apply for the **Community Gardener** role please visit charity job: https://www.charityjob.co.uk/jobs/vauxhall-city-farm-/community-garden-manager/1078139?tsId=8

Closing Date: Tuesday 18th August at 5pm

Interview Date: Tuesday 25th August 2026

Employment requirement

The post holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. As the role requires close working with children/vulnerable people the post holder will be subject to an enhanced Disclosure and Barring Service clearance on appointment.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@vauxhallcityfarm.org