



The Phoenix Garden - Community Gardener

Salary: £14,040 to £15,600 (depending on skills & experience)

Hours: Part-time, 15 hours over 3 days per week, including regular Saturdays (with potential for extra paid seasonal hours between April and October)

Location: The Phoenix Garden, Covent Garden, Central London (WC2)

Contract: 2 year Fixed-Term contract (renewing the contract beyond the 2 years is something we will explore with the successful candidate, but it is dependent on external funding)

Closing Date: Wednesday September 30th at 12pm

About Us

Nestled in the heart of London's West End, **The Phoenix Garden** is an award-winning community sanctuary and wildlife haven. Situated in an area facing significant living environment challenges and green space deficits, the Garden offers a free-at-the-point-of-access 'third space' where local residents, families and visitors can connect with nature.

Through active habitat management, organic urban agriculture and inclusive community programming, we demonstrate how vibrant habitats can thrive even in the heart of London.

The Role

Are you a passionate horticulturalist who thrives on bringing people together? We are looking for an energetic, community-minded **Community Gardener** to join our team.

Working closely with the Garden Manager, you will help design and maintain our beautiful organic garden alongside leading our vibrant volunteer and community education initiatives. You won't just be tending to plants, you will be empowering people!

Key Responsibilities

- **Practical Horticulture & Wildlife Stewardship:** Lead organic garden maintenance, planting, soil enrichment, pond ecology and wildlife habitat restoration.

- **Education Delivery:** Supporting structured outdoor education programmes.
- **Volunteer Empowerment:** Host welcoming, inclusive drop-in volunteer sessions, providing hands-on training and adapting tasks for participants with diverse abilities and backgrounds.
- **Corporate Volunteering:** Co-host dynamic corporate volunteer groups, delivering tangible habitat improvement projects that support internal funding.
- **Plant Nursery & Community Engagement:** Manage a stock of propagated plants for visitor sales and act as an approachable ambassador for the Garden.

About You

We need someone who combines practical horticultural and exceptional people skills. You should have:

- **Horticultural Expertise:** Practical experience in organic gardening, wildlife habitat creation and urban growing (RHS Level 2 or equivalent practical experience preferred).
- **People & Facilitation Skills:** Proven experience leading, teaching, or supporting community volunteers and young people (ages 8–25) in outdoor environments.
- **Inclusive Approach:** A warm, encouraging attitude with a passion for removing barriers to nature for underrepresented communities.
- **Hands-on Resilience:** Comfortable working outdoors in all weather conditions, managing physical garden tasks and maintaining safe tool use.
- **Safety First:** A strong understanding of dynamic risk assessments and health and safety in public spaces. *(An Enhanced DBS check will be required prior to starting).*

Why Join Us?

- **Meaningful Impact:** Play a pivotal role in delivering environmental justice and green access in Central London.
- **Vibrant Community:** Work alongside dedicated volunteers, local families and partner organisations in a famous West End landmark.
- **Professional Growth:** Opportunities for continuous training, professional development and leading innovative urban ecology projects.

How to Apply

To apply, please send your **CV** and a **Covering Letter** (max 2 pages) explaining why you are the ideal candidate, how you meet the attached Person Specification and your working availability/ ability to be flexible throughout the week to louise@thephoenixgarden.org.

- **Closing Date:** Wednesday September 30th at 12pm
- **Interview Date:** Thursday October 15th

The Phoenix Garden is committed to equality, diversity, and inclusion. We welcome applications from all backgrounds, particularly underrepresented communities in environmental and horticultural sectors.

Community Gardener – Job Description & Person Specification

Job Title: Community Gardener

Salary: £14,040 to £15,600 (depending on skills & experience)

Hours: Part-time, 15 hours over 3 days per week, including regular Saturdays (with potential for extra paid seasonal hours between April and October)

Reports to: Garden Manager

Location: The Phoenix Garden, Covent Garden, London

Job Purpose

The Community Gardener has a key role in maintaining, developing and enhancing The Phoenix Garden as a welcoming, sustainable and wildlife-friendly community garden.

Working closely with the Garden Manager, the postholder will help develop and deliver a long-term horticultural plan for the garden, identifying priorities for planting, maintenance, wildlife, food growing, infrastructure and associated garden works.

The role is primarily focused on working with and through volunteers. Whilst the postholder will undertake practical gardening work where necessary, their priority will be to engage, support, teach and develop volunteers rather than undertaking routine gardening tasks independently.

As such, the Community Gardener will lead and develop the Garden's volunteer programme, supporting both individual volunteers and corporate volunteering groups by organising, demonstrating, supervising and supporting volunteers to carry out practical horticultural tasks and garden improvement projects. In doing so, the Gardener will help develop volunteers' gardening skills and ensure that their contribution is meaningful and supports the Garden's development.

The postholder will also contribute to community engagement, horticultural education, outreach activities and income generation via appropriate horticultural and volunteering opportunities.

Key Working Relationships

The Community Gardener will work closely with:

- Garden Manager
- Individual and corporate volunteers
- Trustees and Friends of The Phoenix Garden
- Community groups, local businesses and corporate partners
- Garden users and visitors

The postholder will be expected to represent The Phoenix Garden positively and professionally and to contribute actively to its development as a thriving community, horticultural and wildlife resource.

Job Description

Key Responsibilities

1. Garden Development and Horticulture

- Work alongside the Garden Manager to develop and implement a clear, practical and sustainable horticultural plan for The Phoenix Garden.
- Plan and prioritise seasonal gardening tasks and garden improvement projects, with a primary focus on delivering this work through volunteers.
- Lead on maintaining and cultivating an attractive, diverse and wildlife-friendly community garden in line with the charitable aims of The Phoenix Garden.
- Promote sustainable and environmentally responsible gardening practices, helping to maintain and develop the Garden's unique character and biodiversity.
- Lead and facilitate practical horticultural activities including propagation, planting, pruning, weeding, composting, soil improvement and food growing.
- Work with the Garden Manager and volunteers to identify longer-term horticultural and infrastructure requirements and contribute to planning future garden improvements.
- Maintain a rolling stock of plants grown from cuttings, divisions and seed for sale to garden visitors, involving volunteers where appropriate. Plant sales should help generate income while providing an affordable source of plants for local people.
- Engage positively with garden users, answering questions about plants, wildlife and gardening practices and encouraging an interest in horticulture.
- Undertake practical gardening work directly where necessary, particularly where specialist skills, urgent maintenance or tasks unsuitable for volunteers are required.

2. Community Volunteer Programme

- Take responsibility for the volunteer programme, working closely with the Garden Manager.
- Plan and deliver regular gardening volunteer sessions, ensuring that activities are purposeful, achievable and contribute directly to the Garden's development plan.
- Create a rolling programme of activities based on the Garden's seasonal needs and priorities.
- Prepare tools, materials, work areas and instructions in advance so that volunteers can participate effectively.
- Allocate tasks according to volunteers' skills, interests, experience and abilities.
- Demonstrate gardening techniques and provide practical, hands-on training to help volunteers develop their horticultural knowledge and skills.
- Provide appropriate guidance, supervision and encouragement to volunteers, creating a welcoming and inclusive environment.

- Support volunteers who need additional support, including those with disabilities or physical or mental health needs, adapting tasks and working methods where appropriate.
- Maintain effective communication with volunteers and encourage long-term participation and progression.
- Help develop opportunities for volunteers to take on additional responsibilities, develop leadership skills and contribute to the wider Garden community.
- Monitor participation and provide relevant information and feedback to the Manager.
- Encourage volunteers to take ownership of appropriate gardening projects and develop confidence in carrying out tasks independently where safe and appropriate.

3. Corporate Volunteering

- Coordinate and help deliver corporate volunteering days with the Garden Manager.
- Develop suitable gardening projects and activities for corporate groups that provide meaningful and tangible outcomes for the Garden.
- Provide appropriate briefings, demonstrations, task instructions and supervision.
- Organise volunteers into suitable groups and allocate tasks according to the group's size, experience and the needs of the project.
- Build positive relationships with corporate partners and encourage repeat bookings.
- Identify opportunities for corporate volunteering to contribute to the Garden's long-term development and generate sustainable income.
- Work with the Manager to ensure corporate volunteering activities are well organised, safe and aligned with the Garden's horticultural priorities.

4. Training, Workshops and Community Engagement

- Plan and deliver horticultural training & workshops for volunteers, users and community groups.
- Develop lesson plans and learning activities appropriate to participant needs and abilities.
- Use practical gardening activities as opportunities for volunteers to learn new skills and increase their knowledge and confidence.
- Deliver one-off workshops, outreach projects and gardening activities as appropriate.
- Support gardening activities delivered with local organisations and community groups.
- Represent The Phoenix Garden at relevant external events and promote its horticultural, environmental and community aims.
- Encourage wider participation in the Garden and its activities.

5. Health, Safety and Equipment

- Ensure that gardening and volunteering activities are undertaken safely and in accordance with The Phoenix Garden's policies and procedures.
- Carry out regular checks of the Garden, identifying hazards and maintenance requirements and reporting or addressing issues as appropriate.
- Contribute to risk assessments for gardening, volunteering, events and other activities.
- Ensure volunteers are given appropriate instruction, demonstrations and supervision when using tools, machinery and equipment.
- Take responsibility for the proper use, maintenance and safe storage of gardening tools, machinery, equipment and materials.
- Ensure gardening tasks are planned with appropriate consideration of individual abilities, accessibility and health and safety.
- Report accidents, incidents, hazards and maintenance issues promptly to the Garden Manager.
- Work in accordance with The Phoenix Garden's Equal Opportunities, Health & Safety, Safeguarding and other relevant policies.

6. Income Generation and Wider Development

- Contribute to the development of sustainable income streams through corporate volunteering, plant sales, Garden activities, workshops and other appropriate activities.
- Support the Garden Manager in developing opportunities that increase the Garden's financial sustainability while remaining consistent with its charitable aims.
- Help develop and maintain partnerships with local organisations, businesses, community groups and other stakeholders.
- Contribute horticultural knowledge, ideas and practical expertise to the wider development of The Phoenix Garden.
- Promote opportunities for volunteers and community groups to contribute to projects that support the Garden's long-term development.

General Responsibilities

- Promote the aims, values and charitable objectives of The Phoenix Garden at all times.
- Work collaboratively with the Garden Manager, staff, volunteers, trustees and partners.
- Maintain accurate volunteer participation, activities and other relevant work records
- Attend relevant staff meetings, training and development sessions.
- Undertake other reasonable duties appropriate to the role and level of responsibility.
- Be flexible in responding to the changing needs of the Garden and its community.

Person Specification

Category	Criteria	Essential/ Desirable	Assessed via
Qualifications	RHS Level 2 Certificate in Horticulture (or equivalent practical experience)	Essential	A
	First Aid at Work Certificate (or willingness to train within 3 months)	Essential	A
	Youth & Community Work	Desirable	A
Experience of	Horticultural maintenance & garden development	Essential	A / P
	Coordinating, teaching or supporting volunteers	Essential	A / I
	Delivering outdoor education or workshops	Essential	A / I
	Planning & delivering corporate volunteer groups	Desirable	A / I
	Urban food growing and propagation	Desirable	A / P
Knowledge	Strong understanding of organic and wildlife-friendly gardening methods	Essential	A / I
	Site safety, risk assessments and tool maintenance	Essential	I
	Understanding of urban climate issues	Desirable	I
Skills & Ability	Ability to demonstrate gardening techniques & engage diverse groups	Essential	P / I
	Excellent interpersonal and communication skills	Essential	I
	Strong organisational, independent work & time-management skills	Essential	A / I
Attributes	Commitment to equality, diversity, inclusion and empowerment	Essential	I
	Willingness to work outdoors in all weathers and work regular weekends	Essential	A / I
	Enhanced DBS Check (required prior to start date)	Essential	Clear Check

Assessment Method Key: A = Application Form | I = Interview | P = Practical Gardening/Teaching Task