# Arkwright Meadows Community Gardens

**Job Description**

## Job Title: Community Gardener

Responsible to: AMC Garden Management Committee

Supervision: Named Member of Management Committee

Salary: £25.000 (pro rata)

Hours of work: 13 hours per week

Mainly working Fridays and Saturdays with some seasonal flexibility required.

Job Purpose: To maintain and develop Arkwright Meadows Community Gardens site with the staff team, volunteers and Management Committee.

To organically grow Gardens produce for sale

To support and sustain the ethos of the project.

To support activities with volunteers, adults and children

### Duties and Responsibilities

**Lead**

1. Assist with the planting plan to grow and sell produce, using organic methods
2. Have culinary knowledge of a broad range of produce reflecting the needs of the diverse community
3. Interact with the visiting public and Gardens’ customers.
4. Work with the Gardener/ Volunteer Co-ordinator to allocate work, supervision and support of volunteers on the gardens. Contribute to their progression and development.
5. Maintain and comply with health and safety regulations and ensure health and safety of colleagues, volunteers and visitors. Ensure appropriate training is provided as necessary.
6. Promote and publicise the aims and ethos and raise the awareness of the Gardens and its work.
7. Support wit6h garden produce sales involving cash handling and card payments.
8. Use social media platforms to promote the Gardens activity. Use Microsoft programmes.

**Joint Working with other Garden Staff**

1. Work with the staff team and Management Committee to further the Gardens’ aims.
2. Adhere to and promote the community Gardens’ Equal Opportunities policy
3. Work alongside staff team, Management Committee, partners and users to deliver a programme of events, activities, training and learning opportunities on and off the site. Help develop specific activities that reflect the needs of the community.
4. Work with staff team and management committee on applications to securing future funding.
5. Work with garden staff on income-generating activities and sustainability for the Gardens.
6. Comply with, the policies, procedures and systems of the community Gardens.
7. Be responsible alongside other staff for The Safeguarding of adults and children in compliance with the Gardens’ Safe Guarding Policy.
8. Attend meetings and functions on and offsite in agreement with the Management Committee.
9. Undertake from time to time any task which the Management Committee may assign in line with this post and salary scale.
10. With other staff and volunteers, care for the domestic hens and their living space.

**Support**

1. Assist with monitoring and evaluation of the Gardens’ work. Contribute to reports for funders and management committee.
2. Undergo regular supervision and developmental training.
3. Comply with all key processes and procedures of AMC gardens.

This post requires an enhanced Disclosure and Barring Service (DBS) check.

**Arkwright Meadows Community Gardens**

# Person Specification

**Community Gardener**

1. Recognised qualification or relevant experience in horticulture .**E**/A/I/R
2. Be physically able to meet the demands of community gardening **E**/I
3. Ability to plan, coordinate and deliver work schedules for the project.**E**/A/I
4. Ability to support and supervise volunteers including children. **D**/A/I
5. Ability to interact and be personable with visitors and customers. **E**/I
6. Understanding of Health and Safety guidelines in horticulture. **D**/I
7. Practical gardening experience, particularly in growing food crops organically and culinary uses. **E** A/I/R
8. Ability to plan and produce wide range of saleable crops using organic methods. **E**/A/I
9. Good communication skills. **E**/I/R
10. Ability to handle cash and card payments **D/**I/
11. Ability to use social media platforms and Microsoft Programmes  **D**/I
12. Ability to work on own initiative and as part of a team. **E**/I/R
13. A commitment to equal opportunities. **E**/I
14. Willingness to undergo developmental training. **E**/I
15. Ability to work flexibly to fulfil the requirements of the work programme. **D**/I

**E =** Essential

**D =** Desirable

A = Application Form

I = Interview

R = References