HAMMERSMITH COMMUNITY GARDENS ASSOCIATION

JOB DESCRIPTION FOR SCHOOL AND COMMUNITY GARDENER

1. To plan and deliver gardening sessions in schools in consultation with the head teacher or link member of school staff
2. To plan and deliver activities for family play schemes in consultation with the manager and other staff
3. To undertake other outreach projects with community groups in the form of one off workshops and other projects and to represent HCGA at external events
4. To assist with or deliver HCGA workdays and events held at the community gardens
5. To assist in the delivery of corporate volunteering days.
6. To proactively encourage participation in the community gardens and glass house projects
7. To supervise the work of any volunteers on site, including those with disabilities or mental or physical health problems, taking account of health and safety issue on site. To provide participants with tasks suitable for their skills and abilities.
8. Promote environmentally friendly gardening and lifestyle practices
9. To promote the wider aims of the Association and contribute to its long term development
10. To be available for occasional evening and weekend working
11. To work in co-operation with the manager, other staff and the committee
12. To undertake monitoring and administrative tasks necessary for the smooth running of the organisation including quarterly reports

Personal Specification

Skills / Abilities

1. Excellent interpersonal skills and a commitment to working as part of a small team
2. Good knowledge of gardening practice using environmentally friendly methods
3. Experience of working in a community/ school setting and the ability to work supportively with a wide range of people and groups including vulnerable people with a range of low level mental health and / or physical health needs
4. Self motivated and able to work under own initiative / be reliable
5. Ability to get on with members of the general public
6. An ability to drive would be an advantage
7. Sound organisational and administrative ability, knowledge of Google Drive and Docs is desirable.

The post will be subject to a DBS check.