**NEWINGTON BIG LOCAL**

**COMMUNITY GARDENER**

**JOB DESCRIPTION**

**RESPONSIBLE TO:** The Chair of Newington Big Local (the ‘Chair’)

You will be based in Newington, Thanet, initially at the Newington Community Centre but at the Newington Big Local ‘Green Roof Space’ as soon as this is available.

**PURPOSE OF JOB:** Newington Big Local is committed to enabling a diverse range of local residents to participate in gardening and growing activities at The Copse and other areas within Newington. We wish to enable local people to learn, share and enjoy gardening activities with the aim of bringing about personal growth and a greener community. We intend that our community green spaces become thriving hubs of social action and educational initiatives.

**SALARY**: £15,000 per annum pro rata

Plus mileage allowance at 40p/mile

2 Year Fixed Term Contract

**HOURS:** 15 hours per week (to include evenings and weekends)

This role will require a flexible approach to working arrangements. Your contracted hours are spread from 8am to 6pm Monday to Friday, based on a 37.5 hour week, flexing to meet the needs of the work as agreed with the Chair. Weekend and evening working is occasionally required. Time off in Lieu is given for any hours over contracted hours

**MAIN DUTIES & RESPONSIBILITIES:** We are currently looking for a community gardener to help us to realise our green space ambition. You will have some horticultural experience, preferably with experience of or an interest in food growing and/or wildlife gardening. We would like to employ someone with local knowledge.

* Working with the Newington Big Local committee to develop and implement a number of projects designed to engage local residents in our green spaces.
* Improving our standards of basic horticultural practice across the site with a view to developing wildlife friendly horticultural practices wherever possible;
* Ensuring all relevant health and safety standards are met in relation to your personal safety, the safety of residents/volunteers and visiting school or community groups;
* Conducting and reviewing risk assessments as required.
* Being responsible for the proper use, maintenance and safe storage of all plant, machinery, tools and equipment;
* Providing advice to and engaging in community outreach work with other growing projects and community groups in the local area as appropriate;
* Development of the wildflower growing and nature elements of the Green Roof Shelter;
* Basic maintenance of the Green Roof Shelter;
* Undertaking such additional duties commensurate with the post as may reasonably be requested from time to time.

**PERSON SPECIFICATION**

The following outlines the essential and desirable criteria for the post. Applicants should describe in their application how they meet these criteria

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Registered First Aid, or willing to acquire this qualification | * Horticulture qualification |
| **Experience** | * Some horticultural experience with good technical knowledge of plants, tools, horticultural processes and strong plant identification skills. | * Experience of risk assessment and risk management |
| **Skills & Abilities** | * Able to work with people of all ages, backgrounds and abilities. * Committed to working as part of a team. * Aware of issues affecting personal safety and the safety of others | * Experience of working with a variety of socially excluded groups and individuals in a variety of settings * Ability to form trusting and appropriate relationships with vulnerable groups and individuals |
| **Knowledge** | * An understanding of the local, Newington community, including their assets, barriers and challenge * Genuinely excited by plants, nature and gardening and keen to communicate this enthusiasm to as wide an audience as possible | * A working understanding of Health and Safety requirements |
| **Personal Qualities** | * Reliable and organised * Friendly and approachable * Proactive and self-motivated * Willing to work flexible hours including and weekends |  |

This job description is provided to assist the jobholder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post. This position will be subject to a satisfactory DBS and reference checks.