|  |  |
| --- | --- |
| Job Title: | Community Growing Coordinator |
| Reporting To: | Operations Manager |
| Main Tasks: | To ensure the successful coordination of the community garden, manage volunteers and work with the Operations Manger to host garden events. To provide training, mentoring and support to the staff and wider members. |
| Roles and Responsibilities: | The Community Growing Coordinator role is to deliver the following;   * To provide training, guidance and support to the volunteer project team. * To maintain a robust risk assessment of the garden. * To work creatively with outside stakeholders and partner organisations. * Promote local food, social networking and website. * Coordinating weekly garden activities. * Help the Operations Manager with the development of current projects and future projects. * Run composting sessions with local people encouraging more people to compost. * Promote the monthly community meal and Skill Share sessions. * Keep accurate records of participant/volunteer involvement, provide data to the admin assistant and email garden users/volunteers with garden updates. * Assist the Operations manager with report writing, obtaining data for funder report and the garden quarterly newsletter. |
| Position Requirements: | The Community Growing Coordinator will require some experience working with children in a community gardening setting, along with experience of working with and encouraging gardening volunteers.  They will need to have an engaging and enthusiastic outlook to community involvement and be able to demonstrate how they have worked on a similar project.  The role will also require supervision of staff members and provide guidance and support for community members.  There will also be a requirement to track performance over time and collaborate with the Project Manger to write regular reports to the Board and funders. |
| Location | Based in the Peebles CAN office and in the field. |
| Hours | Part-time salaried post of 7 hours per week (split over 2 days) at £12 per hour. Ad Hoc weekend working will be expected when required. |