

Caldmore Community Garden and House: Development Worker

Job Description

Job Title:	Community Garden Development Worker This post is funded for three years.
Responsible to:	Caldmore Village Festival (CVF) Ltd Management Group. Reporting to Caldmore Community Garden and House steering group .
Line managed by:	Named member of CVF Management Committee
Salary:	£27,000 per annum, rising to £29,000 over 3 years (pro rata) plus employer contribution pension.
Hours of Work:	37 hours per week (no overtime payments). Time off in lieu for evening and weekend work. 20 days annual leave plus public holidays.
Job Share:	This post is open to job sharing

Job Purpose:	To promote and sustain the work of Caldmore Community Garden and House (hereafter referred to as 'CCGH'). To ensure that CCGH responds to the needs and demands of the diverse local community. To work with the staff team and Management Committee to: <ul style="list-style-type: none">• Plan and implement a programme of events, activities and learning opportunities associated with the garden and house.• Build on existing and identify new areas of development work.• Recruit and support gardens volunteers• Secure CCGH future sustainability
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Lead Role

1. Liaise with other community groups, schools, partners and voluntary and statutory organisations to develop and promote the work of the gardens.

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Caldmore Village Festival (CVF) Ltd Management Group are the overall management group for the Charity. Caldmore Community Garden and House steering group act as a subgroup managing the day-to-day work of CCHG

2. To encourage the participation and involvement of the many diverse local communities and work effectively alongside them. Through regular consultation with users and partners ensure that the Gardens are effectively meeting local needs and the aims and targets of the Gardens and its funders.
3. To plan and coordinate a wide variety of community events and activities, learning and training opportunities both on and off the Gardens in association with Gardens staff, the Management Committee and Gardens users that reflect the cultural diversity of the Caldmore area.
4. To take a pro-active role in the recruitment, support and training of members, volunteers and trainees and provide ongoing mentoring and support.
5. Be involved with capacity building activities with the community gardens' committee and the CVF Management Committee.
6. To be responsible for developing identified key projects. These include, the development of CCHG as an environmental education centre; organising out of school activities for children, young people and families; development of The CCGH café as a community business.
7. To manage staff, sessional workers and contractors in relation to the projects associated with the CCGH in association CCHG steering group and CVF Ltd Management Committee.
8. To coordinate and develop a network of users groups based at the CCGH.

Joint Work

9. Work collaboratively with CCHG steering group and CVF Management Committee in all capacities to further the gardens' aims.
10. Be committed to promote CVF's Equal Opportunities policy.
11. Promote and publicise the aims and ethos of CCHG. Liaise and network, locally and nationally, to raise the profile of the gardens.
12. Encourage local residents to participate in CCHG through attending and participating in projects and events and becoming becoming volunteers or trainees
13. Work with CCHG steering group and CVF Ltd Management Committee identify funding opportunities and contribute to applications to securing future sustainable funding.
14. Contribute to the development of accessible, long and short-term business planning for CCHG.
15. Contribute to the development of, and comply with, the policies, procedures and systems of CVF.
16. Attend and report CCHG to steering group and CVF Ltd Management Committee as required. Attend meetings and functions of external

Caldmore Community Garden and House: Development Worker Person Specification: Community Garden Development Worker

Abilities, Skills and Experience	Essential /
Good organisational and communication skills at all levels including the ability to produce timely and concise reports.	E
Training or education to at least degree level or equivalent experience.	E
A strong commitment to working within an equal opportunities/ social inclusion framework.	E
At least 2 years recent experience of community development or community organising work.	E
Experience of working with and supporting volunteers.	E
Demonstrable skills and track record in project development and project management.	E
A) *Knowledge and experience of community garden work or other relevant environmentally based projects.	D
B) *Knowledge and experience of developing and managing cultural projects and activities.	D
Demonstrate knowledge of child safeguarding and the Prevent Strategy	E
Qualified with experience of delivering Forest School/ willinangness to train and gain qualification	E
Knowledge of the Palfrey and Caldmore communities	D
Ability to speak a community language other than English.	D
Willingness to undergo developmental training.	E
Ability to work on own initiative and collaboratively as part of a team.	E
Ability to work flexibly to fulfil the requirements of the work programme.	E
Ability to Drive	D

* Experience and knowledge of at least one of A) or B) is essential.