

## St Mary's Secret Garden Children's Nature Guide

### Job Description

<b>Job Title</b>	Children's Nature Guide
<b>Salary</b>	£24,000 pro rata (£7,200)
<b>Responsible to:</b>	CEO
<b>Hours</b>	12 hours per week flexible working hours some evening & weekend may be involved cover work will be involved. One-year initial contract. Hours may increase subject to funding.
<b>Annual Leave</b>	68 hrs per annum <b>(8.5 days)</b>
<b>Location</b>	St Mary's Secret Garden, 50 Pearson Street, London E2 8EL

#### **Main purposes of the job:**

To coordinate the development, promotion and successful delivery and implementation of a program of nature and gardening based activities for young children at the garden.

To engage with local pre-schools, nurseries and primary schools to maintain and develop working relationships.

To work flexibly within our small team to support each other, to assist with the physical maintenance and general organisation of St Mary's Secret Garden ensuring that the garden is open and accessible to the wider local community.

#### **Key Responsibilities**

To develop, promote and deliver a program of nature and gardening based activities for young children at the garden.

To maintain partnerships with other service providers, funders and other contacts to ensure successful running of projects and ensure the agreed outcomes and outputs are delivered.

To oversee the communications and marketing of projects and services to new and existing stakeholders, clients and the public.

Encourage the development of attractive, inclusive and accessible green spaces within the local area to organic and environmental principles.

Demonstrate appropriate level of physical fitness and work outside in all weathers.

To participate in personal development and training activities to meet the competency standards as required by the post.

To keep records and complete reports, monitoring and evaluation as required by funding bodies.

To work within the budgets for the Garden and to keep budget records for projects as required by the funding bodies.

To contribute to the general running of St Mary's Secret Garden, this includes:

- Maintenance of buildings and gardens so that they remain clean, tidy, attractive and safe
- Reviewing and maintaining tools and other equipment appropriate to meet the needs of the project
- Maintaining signage, accessibility and general design in the best interests of users, visitors, staff and volunteers
- Assist with the design and production of information for signage, websites, leaflets and media promotion

- Provide cover for fellow staff members where appropriate, and work within the staff team structure appropriate to the role

**This post is specifically working with children and young people and, consequently an enhanced Disclosure and Barring service check (DBS) is required.**

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Experience of planning and delivering gardening and nature connection sessions for children and young people	x	
Experience of project planning, management and monitoring	x	
Experience of managing busy and competing workloads within a team, working flexibly with the needs of the garden	x	
Excellent communication skills	x	
Excellent IT and administration skills including office, email and social media	x	
Demonstrate energy, enthusiasm and a sense of fun	x	
Horticulture qualification or equivalent practical experience	x	
Experience of coordinating and facilitating volunteer gardening sessions	x	
Experience of food growing, gardening or the natural world	x	
Experience of plant nursery production and customer sales		x
Experience and knowledge of wellbeing and community initiatives in Hackney		x
Full clean driving licence and or ability to ride cargo bike		x
First aid, safeguarding vulnerable adults and children training		x

***The post holder could be asked to participate in any other duties as required given the nature of the garden and the overall functions of the role.***

*Successful appointment to the role will be subject to satisfactory references and will require a Disclosure and Barring service disclosure.*

***We recognise the lack of diversity in this sector and believe in the value of a diverse workforce, because of this we particularly encourage applications from people from Black, Asian and minority ethnic backgrounds.***

*Please apply for this role by sending a **CV and covering letter in one Word or Google doc** outlining how your skills and experience match our job description and person specification, along with a completed copy of our **equal opportunities** form to **recruitment@stmarysgarden.org.uk**.*

*The deadline for applications is **Monday 11<sup>th</sup> October at 9am**, interviews will most likely take place online.*

Paula Yassine

CEO

St Mary's Secret Garden