

Community Gardener St Mary's Secret Garden

Job Description

Job Title	Community Gardener
Salary	£15,000 (per annum)
Hours	3 days per week with weekend and evening work required, hours could increase subject to funding becoming available
Other Benefits	Non-contributory pension Group Life Insurance Long Term Sickness Income Protection
Annual Leave	17 days annual leave including bank holidays
Responsible to	CEO
Location	This role is based at St Mary's Secret Garden, 50 Pearson Street, London E2 8EL

Main purposes of the job:

To work with the team to develop and facilitate therapeutic placements for people with learning disabilities, mental ill health and long term health conditions.

To plan, organise and facilitate volunteering sessions and community courses including monthly Saturday volunteering sessions, and regular corporate volunteer work days.

To involve the diverse local community of Hackney and neighbouring boroughs in activities at St Mary's Secret Garden (SMSG) with an emphasis on individuals and communities who may otherwise be excluded, particularly disabled and learning disabled people, and people with mental ill health and long term health conditions.

To use horticulture and other knowledge relating to growing and caring for plants, nature conservation, garden maintenance and landscaping to engage with people, encourage learning and promote health and wellbeing.

To promote the social care and training aspects of horticulture to community groups, and individuals in the London Borough of Hackney and beyond.

To work flexibly within our small team to support each other, to assist with the physical maintenance and general organisation of SMSG ensuring that the garden is cared for, open and accessible to the wider local community.

To be proactively develop SMSG as a resource for the local community, creating and facilitating new projects.

Key Roles

1. People

- To develop and run programmes for people especially those with access needs due to disabilities, learning disabilities and mental ill health, using horticulture and related activities. This includes:
 - Key working and Co-production with individuals on therapeutic placements, including goalsetting and reviews
 - Recruiting new participants to the placements
 - Liaising with other agencies
 - Providing advocacy within the project
 - Listening to and supporting and contributing to management of volunteers and service users
 - Completing necessary paperwork to meet legal requirements, funding agreements and best practice
 - Being aware of the latest research and developments in therapeutic horticulture, horticultural training and related fields and incorporating them into work programmes.

2. Horticulture and Conservation

- Working with volunteers and participants on horticultural, gardening, conservation, garden maintenance and landscaping, and related types of activity.
- Ensuring the development of an inclusive accessible, and therapeutic garden space which can be enjoyed by all members of the community, using organic methods
- Demonstrate appropriate level of physical fitness and ability to work outside in all weathers.

3. Outreach and Promotion

- Promoting SMSG and its full range of services.
- Welcoming visitors and those seeking information to the site and providing briefings and information as appropriate.
- Running or assisting with promotional displays, open days, special events and other occasions on and off site.
- Working within the staff team to involve the general public and corporate sector in the development of the garden where relevant.
- Attending local and national network meetings as appropriate to the development of the garden, training programmes and requirements of funding bodies.

4. Infrastructure, Project Administration and Development

- To work in co-operation with other staff, as a member of the SMSG team.
- To carry out all of the duties within the spirit and detail of the policies and procedures of SMSG including:
 - Safeguarding
 - Health and Safety
 - User involvement
 - Finance
 - Equal Opportunities
 - Volunteers
 - Children and Young people, and Adults at risk
- To assist with volunteer management, working with the Garden Manager to recruit, select, induct and supervise volunteers and participants according to the appropriate policies.
- To participate in personal development and training activities to meet the competency standards as required by the post.
- To write funding applications and keep complete reports, monitoring and evaluation as required by funding bodies.
- To work within Garden budgets and to keep budget records for projects as required by the funding bodies.
- To contribute to the general running of SMSG, this include:
 - 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
 - To contribute to the quality assurance process

Person Specification	Essential	Desirable
Experience of planning, delivering and leading horticultural sessions with disabled and learning disabled people and people with long term health conditions, and having knowledge and skills around making reasonable adjustments to enable access	x	
Horticulture qualification or equivalent practical experience including food growing	x	
Experience of coordinating and facilitating volunteer gardening sessions	x	
Experience of project planning, management and monitoring	x	
Experience of managing busy and competing workloads within a team to work flexibly with the needs of the garden	x	
Excellent IT and administration skills including office, email and social media	x	
Demonstrate energy, enthusiasm and a sense of fun	x	
Experience of plant nursery production and customer sales		x
Experience and knowledge of wellbeing and community initiatives in Hackney		x
Experience of writing funding applications		x
Trainer / Assessor qualification		x
Full clean driving licence and or ability to ride cargo bike		x
First aid training, safeguarding adults and children at risk training, cultural humility training		x

The post holder may 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 an Enhanced Disclosure and Barring Service disclosure. We encourage staff to take up any vaccinations made available to them due to working with at risk groups.

We recognise the lack of diversity in this sector and particularly encourage applications from people of colour.

*Please apply for this role by sending a **CV and covering letter in a Word doc** to recruitment@stmarysgarden.org.uk along with our **equal opportunities monitoring form**. We will only shortlist candidates who clearly match their skills and experience to each point of the person specification.*

*The deadline for applications is **Monday 29th January 2024 at 12 midday**, interviews are currently scheduled for February.*

Paula Yassine
CEO
St Mary's Secret Garden