

Community Growing – Programme Lead @ St Mary’s Secret Garden

Job Description

Job Title	Community Growing Programme Lead
Salary	£15,000 (per annum)
Hours	3 days per week, which can be flexible and include weekend and out of normal office hours.
Other Benefits	5% Company Contribution to 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.

Thanks to the City Bridge Foundation we can provide learning opportunities for all members of our community. ‘Come and Grow’ with us.

Main purposes of the job:

To plan, organise and facilitate volunteering sessions and community courses including weekend and evening volunteering sessions, and corporate volunteer workdays.

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, therapeutic and training aspects of horticulture to community groups, and individuals in the London Borough of Hackney and beyond.

To work flexibly and independently 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 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 our community especially those with access needs due to disabilities, learning disabilities and mental ill health, using food growing and related activities. This includes:
 - Recruiting new participants
 - Consulting with other agencies
 - Providing advocacy and co-production initiatives within the project
 - Listening to and supporting and contributing to management of volunteers and programme participants.
 - Completing necessary paperwork to meet legal requirements, funding agreements and best practice.
 - Being aware of the latest research and developments horticultural training and related fields and incorporating them into work programmes.

2. Food Growing and Biodiversity

- Planning, delivering, and evaluating annual programmes of workshops and short training programmes on food growing and environmental issues.
- Collaborating with volunteers and programme participants.

- Ensuring the maintenance and development of an inclusive accessible, and therapeutic garden space which can be enjoyed by all members of the community, using organic principles.
- Demonstrate appropriate level of physical fitness and ability to work outside in all weathers.

3. Outreach and Promotion

- Promoting the workshops and learning programmes.
- 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 community 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 team.
- To perform all 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
- Monitoring and evaluation of the programmes as required by funding bodies.
- To assist with volunteer management, 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 work within budgets and to keep budget records for projects as required by funding bodies.
- To contribute to the general running of SMSG, including:
 - 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 garden.
 - 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.



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Person Specification	Essential	Desirable
Experience of planning, delivering and leading gardening and food growing sessions with the community, and having knowledge and skills around making reasonable adjustments to enable access and inclusivity	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 independently and within a team	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 care and customer sales		x
Experience and knowledge of wellbeing and community initiatives in Hackney		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 accept 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 **30th June 2024 at Midnight**, interviews are currently scheduled for second week in July 2024.*

Paula Yassine
CEO
St Mary's Secret Garden