

**Job title:** Community Garden Coordinator

**Accountable to:** Enterprise and Facilities Manager

**Location:** WHALE Arts Centre

**Hours of Work:** 2 days per week/14 hours per week (to be discussed beforehand with the post holder for working hours to be placed across integral gardening periods of Spring, Summer and Autumn)

**Level of Pay:** £20,500 pro-rata basis (9-month post July 2020 - end March 2021. We intend to extend this depending on availability of funding, our financial position and performance of the post-holder)

**Summary of Post**

The WHALE Arts Community Garden Coordinator will be responsible for the running and maintenance of the garden working independently, and along with the Garden Volunteers and the Enterprise and Facilities Manager. The WHALE Arts garden provides an enjoyable and sustainable greenspace for our local Wester Hailes community. You will be maintaining the grounds that hold a variety of plants, vegetables, fruit, herbs, benches and a fire pit.

Working closely with your manager you will help develop and follow a maintenance plan for the WHALE Arts garden that supports our organisation values, be responsible for the upkeep and maintenance of the garden and help ensure health and safety is followed on the gardening grounds.

Additionally you will coordinate our Garden volunteers and share skills and knowledge regularly on horticultural practices such as planting, growing, preparation, and pruning. Using your excellent communication skills and ability to build positive relationships. You will discuss, explore, and where suitable, implement feedback and ideas from our volunteers and staff to keep the garden developing and growing.

**Key Responsibilities and duties**

**Garden maintenance**

* Ensure the maintenance of the garden grounds at WHALE Arts, working alongside the Enterprise and Facilities Manager, staff and volunteers
* Help develop and implement a Garden Maintenance Plan liaising as appropriate with the Enterprise and Facilities Manager, gardening groups and volunteers
* Assist with the development and management of the organisation’s food waste and composting system
* Manage and maintain garden resources and equipment at WHALE Arts, ensuring these are correctly stored
* Contribute to the maintenance and planning of green spaces developed outwith our venue with other local partners.

**Garden Volunteer Coordination**

* Sustain positive relationships with all staff, volunteers, participants, partners and others
* Share skills and knowledge related to organic horticultural production with volunteers including sowing seeds, setting out plants, planting out, lawn mowing, soil preparation and pruning
* Provide regular updates and attend regular meetings with the Enterprise and Facilities Manager relating to ongoing gardening maintenance and activities
* Propagate, grow and harvest vegetables, fruit and herbs from WHALE Arts garden with the support of volunteers
* Participate in feedback gathering as well as evaluative processes of the horticultural and environmental activities by facilitating regular gardening meetings

**Other**

* Communicate and update the WHALE Arts team on garden development and activities
* Ensure and implement a safe working environment within the Garden, in line with health and safety legislation and highlight any concerns to management
* Update knowledge and skills relevant to the job by attending relevant training, workshops, conferences or similar
* Other reasonable duties as required

**Person Specification**

**Essential**

Qualification in horticulture or the equivalent in relevant working experience

Excellent knowledge of horticulture methods including landscaping, soil, composting and trees

Commitment to working outdoors in all weathers

Good communication skills with the ability to interact with individuals from a range of backgrounds

Ability to work as part of a team and to be able to take direction

Ability to work with minimal supervision and to use own initiative

Good team player with strong problem-solving skills and a can-do attitude

Good level of strength and fitness

Kind, empathetic and understanding manner towards staff, volunteers, tenants, participants and a variety of other stakeholders.

**Desirable**

Recognised horticultural qualification

Commitment to and understanding of sustainability issues, especially organic gardening principles, permaculture, recycling and upcycling

Previous experience of working with members of the community, children and young people

Previous experience of working with and support volunteers

Knowledge of community-led arts organisations.

**Application Process:**

Apply in writing or by email, enclosing/attaching:

* An up to date CV detailing relevant education and employment experience. No longer than two pages.
* A covering letter demonstrating how your skills meet the Essential and Desirable Skills criteria of the job description. No longer than two pages.
* Details of two referees, including your most recent employer

We are accepting applications until Wednesday 9am, 10th June. Candidates selected by the panel for interview will be invited shortly after the closing date to interview which will be held. We anticipate that this will be via Zoom and will be confirmed closer to the interview week on week commencing 22nd June.

The successful candidate will be appointed to the role subject to confirmation of PVG Scheme Membership.

If you have any questions about the role please contact Laura Delahunt, Enterprise and Facilities Manager, by emailing [recruitment@whalearts.co.uk](mailto:recruitment@whalearts.co.uk) or call: 0131 4583267.

**Contact Details:**

Laura Delahunt

Enterprise and Facilities Manager

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[www.whalearts.co.uk](http://www.whalearts.co.uk)

**About WHALE Arts**

Since being set up by local people in 1992 WHALE Arts has firmly established itself as the cultural anchor organisation for Wester Hailes. As a community-led arts charity and social enterprise, WHALE Arts’ mission is to be the creative heart of a vibrant, thriving community.

WHALE acts as a conduit between our community and creative opportunities through the direct delivery of projects, programmes and events and by connecting our community with city and national cultural partners.

We are based in the purpose built WHALE Arts Centre a unique community asset that provides a range of high quality creative spaces for our community. WHALE Arts operates as a social enterprise allowing us to generate income that supports our charitable work.