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| **Job Title** | Community Garden Coordinator |
| **Accountable to** | Enterprise and Facilities Manager |
| **Location** | WHALE Arts Centre, 30 Westburn Grove, Edinburgh, EH14 2SA |
| **Hours of Work** | 21 hours per week (3 days a week) |
| **Salary** | £22,000 per annum year 1, £22, 660 per annum year 2, and £23, 339 per annum year 3 (£13200 year 1, £13596 year 2, £14,003 year 3 pro-rata equivalent) for 3 years from May 2021 - April 2024. |

**Background of project**

The post is funded by The National Lottery Community Fund for 3-years through our new community-led project ‘**Grow, Cook, Eat, Repeat’** from May 2021 to March 31 2024.

**Grow, Cook, Eat, Repeat** is for local residents of all-ages in Wester Hailes. It combines three interconnected strands of our existing work - our community garden, community meal and volunteering - into one cohesive programme which will put a 3-year structure in place to enable local residents to take the lead in developing their skills through volunteering in the garden, at the meal or other areas across the organisation. It will put local people at the centre of decision-making and follow their lead on how best to address food insecurity and improve the mental health and wellbeing of our community.

During the Covid-19 lockdown in 2020 WHALE Arts paused all regular programmes and activities and focused resources into food provision for Wester Hailes. We turned our popular Community Meal into a takeaway and delivery service and continue to develop and deliver the project safely and within government guidelines and follow building risk assessments.

**SUMMARY OF THE POST**

The 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 garden grounds that hold a variety of plants, vegetables, fruit, herbs, benches, fire pit, garden seating areas and play platform. This may also include local crop plots we undertake for community food and medicinal plant growing.

Working closely with your manager and core garden volunteer group 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 use your excellent communication skills and ability to build positive relationships to coordinate our Garden volunteers and share skills and knowledge regularly on horticultural practices such as planting, growing, preparation, crop growing, cuttings, indoor plant growing and pruning.

You will discuss, explore, and where suitable, implement feedback and ideas from our volunteers and staff to keep the garden developing and growing. You will have a can-do attitude and work with the Enterprise and Facilities Manager to develop and implement new enterprise pilots whilst consulting with our community. These pilots include indoor growing a variety of plants in our new WHALE Arts greenhouse, houseplant enterprise, garden markets and any other relevant activities.

Our aim is that volunteers and participants will feel:

• Welcome, safe, included, accepted, supported.

• An increased sense of ownership and that they can make a valuable contribution.

• Less isolated and lonely.

• More skilled with better economic prospects.

• Healthy and well.

**JOB RESPONSIBILITIES**

**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
* Ensure health and safety guidelines relating to the garden group and related activities responsible for are adhered to at all times by staff and volunteers

**Social enterprise and sustainability**

* Work closely with the Enterprise and Facilities manager and the rest of the team to help implement social enterprise activities that the community want to take forward (e.g. Indoor plant growing for café shop/online selling, garden markets and other pilots)
* Liaise with the local partners and the building team including the Community Chef Coordinator, meal and garden volunteers and staff to maintain and help implement project goals
* Implement sustainability work and controls to reduce food waste including but not limited to: regular composting from the kitchen and café, plan growing to complement related activities such as the community meal
* Provide figures to track any relevant evaluation data for the garden and work with your line manager (e.g. participation and engagement in volunteer group, feedback from volunteer group and community)

**Supporting local community and volunteers**

* Manage, coach, train and support a core group of 16 regular local community garden volunteers per year
* Arrange and support relevant guest garden sessions to improve our community reach and provide one-off sessions (e.g. community celebration events in garden)
* Help improve our volunteers’ confidence, knowledge, skills and wellbeing through garden activities
* Support and supervise volunteers in line with our volunteer policy and procedures to achieve their volunteering goals and help deliver the community meal project
* Work closely with the volunteer coordinator to recruit, induct and support new volunteers at WHALE Arts
* Champion our garden volunteers that want to lead on relevant garden activities
* Provide figures to volunteer coordinator for monitoring the project (e.g. volunteer hours, any other relevant data to monitor the project)
* Work closely with local community and your line manager to ensure ongoing input and feedback from community feeds is listened to and implemented

**Other duties**

* Undertake any other relevant duties within the role

**Skills, qualities and experience**

**Essential**

Qualification in horticulture or the equivalent in relevant working experience

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

Good knowledge of growing food plants and crop planting including protein plants, medicinal plants and herbs

Knowledge or experience of working in greenhouses or similar indoor growing

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

Knowledge of various popular houseplants growing and/or selling these

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

Experience of community garden markets or similar

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:

* An up-to-date CV detailing relevant education and employment experience. (2 pages max.)
* A covering letter demonstrating how your skills meet the Essential and Desirable Skills criteria of the job description. (2 pages max.)
* Details of two referees, including your most recent employer.

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

Send applications to recruitment@whalearts.co.uk by **midday on Wednesday 5th May 2021.**

If you would like to speak to someone about the role please contact Laura Delahunt, Enterprise and Facilities Manager, by emailing us on recruitment@whalearts.co.uk or by phoning 0131 4583267 to request a call.

[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.

**EQUAL OPPORTUNITIES MONITORING**

**WHALE Arts Agency is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation. Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.**