**Role**: Assistant Volunteer coordinator, therapeutic gardening facilitator and safeguarding officer.

**Responsible to:** Head gardener and Directors.

**Hours:** 18 per week plus 4 general meetings of 2 hours each.

**Pay**: £12 per hour

**Contract:** Temporary 12 week commencing 5th April to 4th July with opportunity for 2 more 12 week contracts.

**Holiday:** none paid but opportunity to take one week off between contracts.

*Please read through this carefully and apply with your CV and a covering letter explaining how you fit the person specification (no more than 1500 words) before the 26th March 2021.Interviews start 31st March 2021.*

*Email Rosie at* [*Blackgrovegreens@outlook.com*](mailto:Blackgrovegreens@outlook.com) *with any questions and to apply.*

Black Grove Greens is an expanding Community Supported Agriculture scheme in Colliers End, Ware. We have been growing vegetables and running volunteer days on Black Grove Farm, for 2 years. We deliver plus members can visit the garden with their families to pick up boxes. We grow food using organic principles and bio-intensive techniques on no-dig beds. We run ‘little farmers’ sessions and ‘muddy roots’ homeschool sessions for children and we also manage a flock of pasture fed, free-range hens.

Each volunteer day is a different balance of productivity, skills acquisition, nature connection and therapy. We are looking for a volunteer coordinator to bring forward the therapeutic element. That person would be responsible for organising and holding two therapeutic gardening sessions for vulnerable adults on Wednesdays. On Saturdays they would be supporting the head grower with the management of regular volunteers, ‘little farmers’ and productivity, including harvesting.

We aim to reach out to people experiencing anxiety, depression, social isolation, life on the spectrum, job-seekers and recovery from addiction or illness. Also to those feeling lost, going through big life transitions, curious about alternative lifestyles with lower consumerism or concerned about environmental destruction and looking to be part of a solution.

The overall objectives of the projects for 2021 are to:

* Build a group of at least 20 ‘regular volunteers’ working in the garden for at least 4 hours per month
* Facilitate sessions for at least 22 vulnerable volunteers to experience therapeutic gardening weekly.
* Build relationships with at least 4 local referring organisations.
* Welcome over 100 new visitors to the garden.
* Facilitate great volunteering and educational opportunities with training and inspiration to encourage local people to grow and eat fruit and vegetables
* Grow and harvest enough vegetables for 40 veg boxes for 30 weeks.
* Expand the growing space with another garden of 16 no-dig beds.
* Build a portfolio of evidence to show the benefits of volunteering and therapeutic gardening in a CSA.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Training** (To be demonstrated on application and at interview) |  |  |
| * Good general education (A-Level equivalent) and/or 3 years minimum relevant work experience relating to the role * Horticultural, environmental or community development qualification * First aid training * Driving license * Safeguarding qualification | ✔ | ✔  ✔  ✔  ✔ |
| **Experience** (To be demonstrated on application and at interview) |  |  |

|  |  |  |
| --- | --- | --- |
| * Experience of working in a community development, community gardening or environmental setting * Experience of designing and building community garden spaces * Experience of working with and managing volunteers Experience of organising and evaluating courses and workshops * Experience of project delivery in partnership with a range of statutory and third sector stakeholders including referring bodies for health. * Experience of working with vulnerable people and those going through life circumstances as described above. * Experience of organising and running community events * Experience of reporting to directors/trustees * Experience of advocating for yourself or others as a vulnerable person * Experience of using mindfulness techniques and other ways to connect inwardly for self-development and care . | ✔  ✔  ✔  ✔  ✔  ✔ | ✔  ✔  ✔  ✔ |
| **Knowledge and Understanding**  (To be demonstrated on application and at interview) |  |  |
| * Knowledge and understanding of horticulture and food growing * Knowledge of community engagement techniques * Knowledge of marketing and social media techniques * Knowledge of the issues affecting vulnerable people and the current support offered to them in the UK. * How to communicate to resolve conflict and decision making in non-heirarchical organisations. * Knowledge of bio-intensive no-dig gardening techniques * Understanding of permaculture design | ✔  ✔    ✔ | ✔  ✔  ✔  ✔ |
| **Skills and Abilities**  (To be demonstrated on application and at interview) |  |  |
| * ∙ Good verbal and written communication skills * ∙ Good planning and organisational skills * ∙ Sound project management skills with good attention to detail * ∙ Good computer literacy. * ∙ Ability to work on own initiative * ∙Ability to show empathy and good listening skills * ∙ Ability to work with a culturally diverse group and ideas. * ∙Ability to designate and give clear instructions. | ✔  ✔  ✔  ✔  ✔  ✔  ✔  ✔ |  |
| **Personal Qualities**  (To be demonstrated at interview) |  |  |
| * Creative problem solving skills for working in an off-grid garden. * Friendly and personable * Commitment to equal opportunities and healthy and safe working practices * An interest in environmental issues * Able and willing to give honest and constructive feedback to co-workers and volunteers to work towards strengthening trust, confidence and communication in the organisation. | ✔  ✔  ✔  ✔  ✔ |  |

**Principle responsibilities**

**1. Administrative tasks 4 hrs per week. (To be completed at home/elsewhere)**

* Initial contact for new volunteers by phone, social media, email or face to face.
* Volunteer induction including health and safety.
* Volunteer interviews and continuing monitoring and reporting
* Publicise volunteer opportunities with potential referees and locally using posters, flyers and on social media.
* Aim to book and run two volunteer sessions per week on Wednesdays for vulnerable groups of at most 12 each for at least 3 months.
* Communicate the volunteering schedule on an ongoing basis on whatsapp and social media.

**2. Volunteer facilitator in the garden (Wednesdays 8.30 to 3.30 (7 hours) Saturday 8.30 to 3.30 (7 hours))**

* Clean and prepare facilities for use (toilet, kitchen, shelter)
* Provide cleaning products and sanitizer for volunteer use.
* Provide water hot and cold and food for ashared lunch when scheduled
* Prepare task options in consultation with head gardener, crop plan, weather and write clearly somewhere visible.
* Ensure all resources (tools, seeds, gloves etc) are prepared and ready
* Greet and welcome visitors and explain/remind of COVID routines, to sign in, which areas of the farm are accessible and which are private and gardening tasks for the day.
* ***Just wednesdays***
* *Plan and deliver two therapeutic gardening sessions.*
* *Structure each session to build visitor confidence, trust, safety, skills of interoception, nature connection,mindfulness and proven techniques for coping with mental and physical ill health.*
* ***Just Saturdays***
* *Coordinate at least 3 different task options in the garden, for all abilities, always use the weather as a guide.*
* *Set the tone of purpose led volunteering ( talk while you work, model starting tasks quickly after breaks, encourage volunteers to work together and try to finish tasks but also be mindful and have self compassion whilst working, keep an eye out for health issues in the heat, cold etc, offer alternatives)*
* *Ensure volunteers are completing tasks to a high enough standard by checking after some time has passed.*
* Keep times for break and lunch
* Encourage community and relationship building whilst ensuring that the garden remains a welcoming place for all with equal opportunities. Avoid divisive conversation topics (ie politics, religion etc, ensure people are keeping to the garden code of conduct)
* Ensure all tools are cleaned and collected at the end of the day.
* Ensure all cups and dishes are cleaned and the volunteer areas and facilities are left clean.
* Do volunteer progress interviews, sign post volunteers to other services they may need and explain routes forward in our organisation.
* Organise shared lunches and distribute any produce to designated volunteers.
* Assist Coordinating the harvest celebration days for volunteers and customers.

**3. Record keeping**

* Ensure all safeguarding concerns are communicated to safeguarding lead.
* Ensure all accidents are recorded in the health and safety log.
* Record which jobs were completed and any concerns, suggestions or unfinished business.
* Record client progress interviews and suggestions for ongoing development of volunteers.