# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: HORTICULTURAL PROJECT CO-ORDINATOR

REFERENCE CODE: OS0801

GRADE: 3 £24,027 to £25,183 per annum pro rata for 20 hours per week

i.e. £12,988 to £13,612 per annum

SECTION: OPEN SPACES & FACILITIES

RESPONSIBLE TO: Horticulture & Volunteering Supervisor

AIM OF THE POST: Support the delivery of projects at the Horticulture Centre and the GO Garden.

Assist volunteers with gardening projects ensuring they are inducted and trained.

Aid the Horticulture & Volunteering Supervisor in the creation and delivery of community based gardening projects.

RESPONSIBLE TO: Horticulture & Volunteering Supervisor

LIAISON WITH: Volunteers, other council departments and external public, private and third sector partners

**DUTIES AND RESPONSIBILITIES:**

1. Support and supervise volunteers and individuals on work placements at the Horticulture Centre and GO Garden project ensuring their development/progress is tracked and recorded.
2. Maintain records of volunteer/work placement progress and development providing the Horticulture & Volunteering Supervisor with regular written and verbal updates on individuals’ progress.
3. Ensure all volunteers/work placements are aware of Council policies relating to Health & Safety, the code of conduct and working on council premises/land.
4. Promote the Horticulture Centre and the GO Garden project to groups, organisations and individuals to increase the range of volunteering/work placement opportunities at both locations.
5. Support the delivery of gardening education and development of students attending vocational training programmes at the Potting Shed.
6. Propagate and grow plants for sale at the Potting Shed project and for use in community ‘In Bloom’ projects.
7. Employ industry recognised best practice in the growth and development of plants at the Horticultural Centre and GO Garden project.
8. Ensure that all tools and equipment are maintained to the highest standard, stored neatly, and available to use.
9. Attend and support Open days, as specified by the Horticulture & Volunteering Supervisor.
10. Participate in a weekend watering rota during the main growing season.

11. Adhere to all cash handling and security procedures at the Horticulture centre.

**General**

1. Undertake any training and any other duties necessary to fulfil the role.
2. Undertake any duties as directed by the Horticulture & Volunteering Supervisor.
3. Comply with all Health and Safety policies and legislation in performance of duties of the post.

**Hours of work:**

Monday to Friday 9.30 am to 1.30pm, with a requirement to support the weekend watering regime during the growing season.  
  
Appointment will be subject to a satisfactory enhanced Disclosure and Barring Service Check.   
  
**Please note:**For certain applications there may be more information to be included: Policy Statement on the Recruitment of Ex-OffendersEmployment of Related Persons Policy

We thank you for taking the time to apply for our vacancy. If you do not hear from us within 2 weeks of the closing date for the vacancy, please assume that your application has been unsuccessful.

**PERSONNEL SPECIFICATION**

Please also state how you will identify a specific attribute e.g. from application form/interview questions/written exercise/presentation

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| **REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY** | ESSENTIAL FOR POST | DESIRABLE FOR POST |
| EXPERIENCE | Experience of gardening and horticulture  Experience of working with or as a volunteer/s. | Experience of managing volunteers  Teaching or coaching |
| QUALIFICATIONS | GCSE level education | Gardening or related qualification |
| TRAINING | Able to use Word and Excel | Health & Safety  Teaching or coaching |
| SPECIAL KNOWLEDGE | Health and Safety requirements when working with volunteers/ work placements.  Gardening and horticultural best practice.  Preparation of risk assessments | East Staffordshire’s parks and open spaces.  The diverse communities of East Staffordshire  Funding streams for potential community gardening projects |
| PERSONAL CIRCUMSTANCES | Ability to work flexibly  Driving Licence |  |
| DISPOSITION & ATTITUDE | Able to remain calm and patient with volunteers  To be able to work unsupervised  High standards of personal  and professional integrity.  A tactful, diplomatic and  confident communicator. | An ability to talk effectively to all members of the community |
| PRACTICAL/INTELLECTUAL | An ability to communicate effectively to the general public  An ability to use modern IT equipment.  An ability to work with minimal direct supervision and to provide guidance to others.  Excellent interpersonal skills.  Ability to organise and priorities work. |  |