

Springhead's Productive Gardens Project Co-ordinator

Job Description and Person Specification

Location: Springhead Trust, Fontmell Magna, Dorset

Hours: 3 days a week with some evening and weekend work

Duration: One year in the first instance, but with a view to continuing the post subject to funding

Salary: £16,224 for 3 days a week

Closing date for applications: 16 December 2019

About the Springhead Trust

Springhead is a rural centre, located in historic buildings in 15 acres of gardens and grounds in beautiful North Dorset countryside. Our mission is to encourage people of all ages and backgrounds to experience and value the rural environment, and to learn about the sustainable use of natural resources; as well as to conserve the buildings and gardens as a special place for education, enjoyment of the arts, music and rural culture. Our main areas of work are:

- Providing environmental education and personal development by running day and residential visits, particularly for children and young people
- Promoting the conservation, protection and improvement of the natural environment, by following organic principles and using renewable energy technologies
- Enabling people to enjoy and learn about the arts, by staging productions in our open-air theatre, holding exhibitions, plays, concerts, workshops and classes
- Giving the public opportunities to enjoy and learn at Springhead through open days, volunteering, and providing spaces for community use
- Conserving and enhancing the buildings, gardens and grounds of Springhead for future generations

About the role

This is an opportunity for the right person to join the Springhead Trust at an exciting time in our development. Having recently acquired the freehold of the Springhead property, its buildings and some 15 acres of land including ornamental and potential productive gardens, the Trust is now in a position to expand our services and take forward this exciting project. For details of the Productive Gardens project see attached 'Productive Gardens Project Proposal July 2019'. The post will be subject to a DBS check. The job is for 3 days a week on average, as the post-holder will need to work flexibly (the job may sometimes require more than 3 days a week, and at other times less).

Line management

The post-holder will report to Springhead's Director, and work closely with other part-time staff, and the board of trustees. She/he will supervise volunteers as appropriate.

Job description

Overall project co-ordination

- Develop and deliver the project, in liaison with the director, other staff and trustees
- Plan and cost up any future infrastructure and project costs
- Manage the project budget
- Plan and carry out monitoring and evaluation
- Maintain accurate records
- Help trustees and staff to sustain the project and post beyond the first year

Running the kitchen garden and orchards

- Restore and develop areas for food production
- Plan seasonal production and harvesting of produce, alongside the sessional gardener and other staff
- Liaise with catering and other staff over menus and recipes
- Follow and promote environmentally friendly gardening and eating
- Promote biodiversity through appropriate habitat management
- Carry out practical gardening work from time to time, for example during peak periods to support the sessional gardener

Work with schools

- Plan gardening and cooking sessions with school groups, in consultation with Springhead's Director
- Work with local schools on development of partnership projects
- Contribute to the development of Springhead's education programme

Work with the community

- Undertake outreach work with community groups, for example through open days, visits, workshops, workdays and other events
- Explore / develop options for community growing schemes
- Devise and deliver projects with community organisations and businesses
- Recruit, induct, supervise and support project volunteers
- Explore the potential for providing training in organic horticulture

Other

- Comply with and support the review and development of health and safety and other policies and procedures
- Carry out other duties as appropriate

Person specification

Essential skills, experience and attributes

- Significant experience of planning and running projects and managing budgets
- Excellent knowledge and experience of vegetable and fruit growing
- Good knowledge of health and safety legislation and good practice
- A commitment to organic and wildlife-friendly gardening
- The ability to work with a wide range of people and groups
- The ability to work as part of a small team, but under own initiative
- Good organisational and administrative ability
- Good communication skills eg in report writing
- A commitment to social inclusion and equal opportunities

Desirable skills, experience and attributes

- Previous work in a similar setting
- Experience of recruiting and supervising volunteers
- Experience of working with school children, particularly primary school-aged
- Experience of monitoring, evaluation and reporting to funders
- Teaching experience
- Biodiversity and wildlife knowledge
- Experience of working with children with special needs
- Experience of managing events