



## PENNARD COMMUNITY COUNCIL

### Recruitment of Community Garden Coordinator

*Pennard Community Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates*

Pennard Community Council are looking for an enthusiastic and knowledgeable person to assist the Clerk with the development, management, coordination and general running of the Community Garden. The role entails, liaising with users, planning and coordinating growing sessions and community sessions and minor general maintenance.

- Hours of work: 4-6 hours per week. Hours will vary through the year and will be split over multiple days of the week, as needed, to support volunteer sessions and working with community groups.
- Hours will be annualised and an average monthly salary will be paid. Based on 4-6 hours per week.  
Agreed overtime will be paid at the normal rate. This position is based at Pennard Community Garden and due to the nature of the job we recommend local applicants only. Please see Job Description for more details.
- Job Type: Part-time, temporary one year contract.
- Previous experience and knowledge of horticulture and biodiversity is desirable, as is working with groups. A genuine interest in the role is also important.
- Salary: £15.00 per hour
- Prospective start date March 2024
- The application form should be completed in full, and shortlisting will be based on the information provided on the form. CV's will not be accepted. Please note the post is subject to an enhanced DBS check at the expense of Pennard Community Council.
- For Information on the Community Council, please visit our website [www.pennardcc.gov.wales](http://www.pennardcc.gov.wales).

*Pennard Community Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates*

## ***Job Description – Community Garden Coordinator***

### **General**

- A visual health and safety check of the general area are to be conducted weekly and prior to each session, in line with insurance requirements, providing the Clerk with a report at the end of each month, additionally any issues should be reported immediately to the Clerk.
- Liaise with users, Caretaker, Clerk and Chair of Environment Committee to ensure smooth running of the facility.
- Inform Clerk of any need or issues with regards to ground maintenance.
- Undertake training as required.
- Run regular volunteer sessions.
- Coordinate a planting and harvesting calendar.
- Plan, prepare and run sessions with community groups (eg. Swansea Asylum, Women's Aid, Joining the dots family sessions)
- Create a compost area on site
- Maintain an irrigation system/watering system on site.
- Maintain comprehensive and up-to-date records of the project's activities and outcomes, including participant data, evaluations which will contribute towards monitoring and evaluation.
- Foster an inclusive and supportive environment where everyone is respected and valued, regardless of their backgrounds or circumstances.
- For biodiversity and sustainability to inform decision-making and activities.

### **Skills/Experience/Qualifications**

- A qualification or experience in Horticulture/related subject area
- Experience in garden management, growing and composting techniques, propagation of plants, understanding irrigation systems (or a willingness to learn)
- Excellent coordination and collaboration skills
- Experience in working with volunteers or groups.
- Good knowledge of garden equipment and tools
- Knowledge of seasonal growing
- Knowledge of how to protect, maintain and enhance biodiversity.
- Ability to work both independently and collaboratively with staff, committee members and volunteers/groups.
- Self-motivated
- Awareness of the needs of adults and children with additional learning needs and/or physical disabilities.
- The ability to work outside all year round.
- At least Level 1 Welsh language skills desirable.