



FIVE A DAY MARKET GARDEN

Five A Day Market Garden is a not for profit community gardening and horticultural therapy project. Five a Day is a two acre garden situated in the tranquil hamlet of Englefield, approximately seven miles west of Reading, Berkshire.

Volunteers look after the garden where we grow flowers, fruit and vegetables which are sold locally. This productive and beautiful garden provides perfect opportunities for groups of schoolchildren, uniformed groups, adult learners and older people to take part in organised educational sessions.

Post: Project Co-ordinator. Interim role for minimum of six months. This role may be suitable for two people to job share.

Salary: £18,000 - £22,000 pro-rata

Hours: A minimum of 25 hours per week

Base: Five a Day Market Garden, The Street, Englefield RG7 5EL

Reports to: The Management Committee

Principal Role and Responsibilities:

The post holder will be responsible for managing the Five a Day Market Garden.

This role requires a high degree of horticultural knowledge and experience, financial planning and project delivery, experience of delivering educational sessions with children and young adults, excellent communication skills and experience of working with volunteers, as well as organising growing projects.

The post holder will require the ability to develop and maintain good working relationships with volunteers and staff as well as many partner organisations.

The Project Co-ordinator will be self-employed and invoice Five a Day Market Garden monthly.

Key Contacts:

Committee - volunteers

Tutors/leaders of the education sessions for schoolchildren, adult learners and older people

Gardening and teaching volunteers

Englefield Estate

Customers

Learners (all ages and abilities)

Funding organisations.

Many partner organisations including local schools, residential providers, assisted transport services and after school groups

Expression of Interest

Candidates for this role are invited to submit an Expression of Interest (300 words maximum) giving an outline of experience and skills, and how they would continue the successful work of Five a Day Market Garden.

Expressions of Interest are to be submitted by email to the Five a Day secretary via wendy@fiveaday.org.uk before **9am on Monday 15th April**.

If you would like to visit Five a Day Market Garden to meet volunteers and members of the Management Committee, please email the secretary on the address above.

Main Duties and Responsibilities:

1. Plan and maintain a productive, creative market garden with vegetables, fruit and flowers
2. Ensure all necessary paperwork and safe practices are maintained (e.g. insurance, health and safety, safeguarding, risk assessments)
3. Recruit, manage and retain educational and gardening volunteers.
4. Manage and supervise sessional staff.
5. Report to the committee on a regular basis.
6. Take responsibility alongside the treasurer for the finances of Five a Day.

7. Write, implement and evaluate funding applications; provide reports to funders.

This job description should be taken as an initial representation of the nature of the duties involved, and consequently will be subject to review.

General information

This job description is not exhaustive and can be altered in consultation with the committee.

EU General Data Protection Act (GDPR) You should be aware of the General Data Protection Act and follow the Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

Safeguarding, Health & Safety, Managing Risks

The Project Coordinator is required to have current safeguarding qualifications, take responsibility for the Five a Day policies covering safeguarding, health and safety, and carry out risk assessments. They will take reasonable care for their own health and safety and that of other people who may be affected by their acts of omissions.

**PERSON SPECIFICATION
Project Co-ordinator**

Education/Qualifications:	Essenti al	Desira ble
<ul style="list-style-type: none"> • High standard of general education **Minimum GCSE Maths & English** • Horticultural qualification e.g. RHS Level 3 or similar • Teaching qualification • Safeguarding children and adults qualification 	* * * *	

Knowledge and Experience:	Essential	Desirable
<ul style="list-style-type: none"> • Minimum of two years previous experience of working in a horticultural setting. • Demonstrable previous experience of teaching • Demonstrable previous experience of managing volunteers • Previous experience in fundraising. • Previous experience in marketing including website editing and using social media. • Good organisational skills and problem solving ability • Fully conversant with Microsoft Office applications Word Excel, PowerPoint, • Demonstrable ability to work without supervision 	<ul style="list-style-type: none"> <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* 	<ul style="list-style-type: none"> <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">*
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to work with service users • Excellent communication skills, both oral and written • Ability to use own initiative to judge situations and plan ahead • Ability to communicate effectively with people at all levels and build professional relationships with partner organisations • Excellent organisational skills and methodical approach to work • Excellent time management skills and ability to prioritise and work to specific and tight deadlines • Ability to work under pressure and to specific timescales • Innovative and motivated in approach to work • Willingness to learn new skills • High standard of personal performance and professionalism • Full Driving Licence 	<ul style="list-style-type: none"> <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* <li style="text-align: center;">* 	

March 2019.