



JOB DESCRIPTION: ABBAY GARDENS PROJECT CO-ORDINATOR

Hours: An average of 8 hours per week, with flexible variation
Duration: initial 6 month contract
Rate of pay: £15 per hour

Closing date: 12th April 2014

Responsible to: The Chair of Abbey Gardens

BACKGROUND:

Friends of Abbey Gardens is a registered charity which maintains Abbey Gardens as an innovative community garden, where anyone is welcome to participate in the communal growing of flowers, fruit and vegetables. Located in the London Borough of Newham, Abbey Gardens hosts regular and open gardening sessions with an experienced gardener. The organization teaches food growing and gardening skills, provides locally grown produce shared communally and promotes health and wellbeing.

In 2006 a group of local residents formed Friends of Abbey Gardens, initially with the aim of rescuing the derelict site from vandalism and neglect. The group now ensures that Abbey Gardens continues to be used and managed by local people as an open-access site and harvest garden which improves the local environment, helps to build a stronger community, gives people an understanding of locally grown food and serves as a venue for cultural events. The group holds regular free events, including a Summer Fair and a Harvest Festival.

JOB BACKGROUND:

Abbey Gardens is seeking to recruit a Project Co-ordinator whose role will be to help secure funding for and oversee the administration of the garden's activities.

Applicants must be able to clearly demonstrate project management skills - especially charity administration and fundraising abilities; an understanding of key factors affecting the sustainability of small community projects; and experience working with diverse communities.

The Project Co-ordinator will be self-employed and contracted for an initial 6 months, which can be extended, subject to funding.

The location of work is flexible, however the role will be required to carry out some duties at Abbey Gardens, which is located on Bakers Row, in Stratford, E15 3NF.

The Project Co-ordinator will directly report to the Chair of Abbey Gardens, however some work will require liaising with other members of the Managing Committee. They will work alongside the Garden Club Leader for Abbey Gardens and will be supported by volunteers.

JOB RESPONSIBILITIES:

Abbey Gardens Project Co-ordinator's main areas of responsibility are:

- Helping the project meets its stipulated aims, objectives and deliverables, as outlined in Abbey Garden's constitution, its agreements with Newham Council, and any grant or other funding requirements
- Working with the Managing Board, the Board of Trustees, the Garden Club Leader and Abbey Garden volunteers
- Overseeing regulatory and legal obligations of the garden as a charity
- Ensuring that the project is monitored and evaluated in relation to all stipulated requirements
- Identifying and applying for funding to cover both capital and revenue expenses
- Overseeing fund monitoring, reporting and evaluation - ensuring reports to funders are delivered according to contractual arrangements
- Identifying and/or organising other activities that will generate revenue for the garden
- Assisting the Treasurer of Abbey Gardens in project budget management
- Building upon Abbey Gardens active network of local organisations and partners and developing new effective working partnerships for projects and funding

Other areas of responsibility for the Project Co-ordinator may include:

- Assisting the Garden Club Leader in the administration of garden club sessions
- Identifying opportunities for cost efficiencies and greater impact of the garden's key objectives
- Promoting the garden and its aims to the wider community
- Assisting in the development and co-ordination of garden activities, events, education opportunities, outreach and community engagement - with help from volunteers and the garden's events group
- Co-ordinating publicity and communications for specific events and the garden generally - with help from the publicity group and web team
- Keeping good records of activities, events, sessions and the project - including using various forms of multi-media
- Preparing regular email / newsletters for the mailing list
- Ensuring the email list is kept clean and up to date
- Responding to general email enquiries.
- Working with a diverse cross section of people
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the garden, as may reasonably be requested by the Managing Committee and Board of Trustees.

PERSON SPECIFICATION

This job requires someone who is adept at working with a diversity of people and organisations, and is passionate about the success of community gardening. The ideal candidate would have good project management and administration skills, knowledge of charity regulation and fundraising, as well as great people and communication skills. In addition, he or she would be a very motivated individual who brings energy, experience and innovation to the post.

Relevant experience is far more important to this role than any specific education or training. However any education or training that is directly relevant to the role and to the project will be an advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate enthusiasm for Abbey Gardens and its objectives
- Experience of working on community projects - ideally registered charities
- Experience of working with diverse individuals and groups and an enthusiasm for engaging communities
- Understanding of the key factors affecting the sustainability of small community projects
- Experience of identifying and applying for funding and/or organising other revenue generating programmes/activities
- Experience of delivering funded projects (including monitoring and reporting)
- Financial administration skills
- Ability to liaise effectively with organisations and partners
- Ability to work effectively with and alongside volunteers
- Strong organisational and administration skills including an ability to prioritise
- Knowledge of relevant statutory requirements and best practice guidance in regards to community organisations
- Good written and verbal communication skills
- Ability to work remotely, with access to a computer
- IT skills for reporting, communicating and networking (excel, word, emails)
- Ability to work to agreed policies and procedures
- Self motivating and flexible approach
- Willingness to work flexible hours, including occasional evenings or weekends

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Experience of community gardening
- Knowledge of relevant statutory requirements and best practice guidance in regards to gardening and food growing
- Knowledge of Newham and Stratford area
- Experience in programme promotion and publicity

- IT skills for promoting (websites, social media, graphic software)
- First Aid, Manual handling and health and safety at work certificates

FURTHER INFORMATION:

Hours: Average 8 hours per week, with flexible variation. The post holder will be expected to work more or less hours in accordance with the needs of the project and programme and as agreed with the Managing Committee. Some evening and weekend work will be required.

Contract: This is a 6 month initial contract, with possible extension, subject to funding. The successful candidate will need to supply two references.

It is Abbey Garden's policy to provide equal opportunities in employment irrespective of age, disability, sex, sexual orientation, gender reassignment, pregnancy, maternity, race, religion or belief.

RECRUITMENT SCHEDULE:

Please note that the closing date for applications is midnight on 12th April 2014. Interviews will take place on 24th April 2014. We will inform successful applicants within a few days and expect the post to be taken up by early May.

TO APPLY:

Please send a CV or employment (and volunteering) history and covering letter detailing how you meet the personal specification and why you want this post to jobs@abbeygardens.org or by post to 11 Railway Cottages, Bakers Row, London E15 3NF. For more information about this post contact jobs@abbeygardens.org.

If you do not meet all the skills and experience listed in the personal specification, but still feel that you are the right person for this role, you are still encouraged to apply.