FOREST FARM PEACE GARDEN: JOB DESCRIPTION

**Job Title:** **Head Gardener**

**Salary:** £1,7737.52 per annum (£29,562.54 FTE pro rata)

**Hours:** 21 hours per week on Monday, Wednesday and Friday. Plus occasional weekend days and evening meetings. You will be entitled to time offin lieu. Some sessional hours may also be available for additional garden open days.

**Location:** Forest Farm Peace Garden, end ofHazelbrouck Gardens, Hainault. Plus some office time working from home or access to the Ilford office.

**Contract period**: 6-month contract, option to extend to a permanent position, subject to change

**Holiday entitlement:** 25 days per year plus bank holidays (pro rata), increasing by 1 day per year for every year of full employment up to 30 days per year.

**Accountable to:** Project Manager

**Responsible for:** Volunteers in the garden

**Works alongside:** Project Manager, Ecotherapy Worker, Sessional Gardeners.

Forest Farm Peace Garden today is supported through funding from Henry Smith Charity, City Bridge Trust and others. Please note this role description is subject to change dependent on an organisational review and changing priorities.

**ABOUT THE ROLE**

Forest Farm Peace Garden is seeking an experienced gardener to lead on the development of our large 2-acre site and support the running of our ecotherapy garden sessions and community days. Our ecotherapy sessions are accessed by people with mental health recovery needs and adults with learning disabilities, plus support from our team of buddy volunteers. We also run general community volunteering days.

The Head Gardener position is a fantastic opportunity for someone with an understanding of organic growing methods and permaculture practices, who is interested in creating a beautiful and therapeutic space for our volunteers and a welcoming, supportive environment which promotes wellbeing.

You will co-ordinate day-to-day activities in the garden, including planning gardening tasks alongside other staff and volunteers to help run our twice-weekly ecotherapy sessions, plus other days as required. You will provide guidance to build horticulture knowledge among garden users, as well as provide occasional formal educational workshops. You will oversee the garden planning and documentation for the year, and site development projects and maintenance as necessary. You will have oversight of health and safety considerations alongside other staff. You will take responsibility for ordering garden materials and equipment and have IT skills for undertaking admin and planning tasks. You will also share responsibility with the Project Manager, Ecotherapy Worker and Trustee Board for the broader development goals of the site.

This role is primarily garden-based as the main focus is the practical running of the site, although some non-garden office time is allocated for planning, meetings, ordering, emails etc of approximately ½ day a week, and additional time for training and planning as needed by arrangement with the project manager.

**Key Tasks**

* + Running ecotherapy garden sessions alongside other staff to facilitate supported volunteers and buddy volunteers in the garden, including planning and designating tasks, leading warm-up stretches and/or mindfulness, providing gardening expertise and finding a variety of ways for volunteers to actively participate. (We commit to having two staff present to run ecotherapy garden sessions.)
  + Ensuring that volunteers have a positive, engaging experience.
  + Planning and developing the garden in line with permaculture and organic principles, and according to any specific funding requirements, with support from other staff and input from garden-users.
  + Involving garden users in the design and implementation of specific site development projects where applicable.
  + Providing guidance around food growing and horticulture as well as occasional delivery of educational workshops and providing educational materials as needed.
  + Ensuring activities take account of health and safety considerations and contribute to risk assessments for the garden.
  + Ensuring that materials and garden supplies are purchased when required and in-line with budget allocations for the garden.
  + Keeping the garden and site facilities in a tidy and well maintained condition alongside other staff, including overseeing any repairs and servicing.
  + Updating any garden files throughout the season making sure that essential tasks are recorded and monitored.
  + Running other garden volunteer open days, usually on a Monday, plus planning and running of occasional activity days for corporate groups or weekend community open days.

**Other areas**

* + Attending team meetings and contributing to collaborative team approaches.
  + Contributing to the planning and running of Forest Farm Peace Garden community events, alongside other staff and volunteers, and attending our two annual community events.
  + Providing updates for board meetings and contributing to strategy development.

This role is subject to an enhanced DBS check due to working with adults at risk.

**PERSON SPECIFICATION**

| **Attributes** | **Requirement** |
| --- | --- |
| **Organic growing knowledge and skills** |  |
| Qualification in horticulture (or equivalent experience will be considered.) | Essential |
| Minimum 2 year’s practical growing experience using organic principles and methods - to the point where you are confident in growing annuals and perennials, managing a growing cycle, maintaining a large site and allocating tasks appropriately. | Essential |
| Experience of running horticulture-related workshops / informal learning with groups. | Desirable |
| Some practical DIY or carpentry skills for basic maintenance and ability to use garden machinery such as lawnmower / strimmer / brush cutter. | Desirable |
| Permaculture Design Certificate or Diploma. | Desirable |
| **Volunteer support skills** |  |
| Experience of working in a community horticulture setting and at least one year’s experience of supervising a team of volunteers. | Essential |
| Understanding of health and safety and risk assessment, both in terms of practical outdoor work and of working with people with support needs. | Essential |
| Experience of working with adults with support needs, for example people with mental health needs and learning disability. | Essential |
| Experience of working with diverse communities, including with people from BME communities, and an understanding of and commitment to, equality, diversity and inclusion. | Essential |
| Understanding of Safeguarding in relation to working with adults at risk. | Desirable |
| An interest in and knowledge of social and therapeutic horticulture or ecotherapy approaches. | Essential |
| **Organisational and other skills** |  |
| Good oral communication skills. | Essential |
| Ability to work flexibly in a small team, adapt to changing priorities and a busy work schedule. | Essential |
| Ability to work on own initiative and prioritise tasks. | Essential |
| Ability to maintain a professional attitude and boundaries in working with project volunteers, stakeholders and management committee members. | Essential |
| Computer literate. | Essential |
| Commitment to the multiple aims and the values underpinning Forest Farm Peace Garden. | Essential |
| First aid qualification – or willingness to undertake one. | Desirable |

We’re committed to creating an organisation that recognises and truly values individual differences and identities. We encourage applications from all sections of the community.

To apply please send your CV with a cover letter outlining your experience and skills relevant to the role and what you can bring to FFPG. Please also complete the short application form and Equal Opportunities form found on the website: [www.forestfarmpeacegarden.org/head-gardener](http://www.forestfarmpeacegarden.org/head-gardener)

Please email all four documents to [kate@forestfarmpeacegarden.org](mailto:kate@forestfarmpeacegarden.org)

The closing date for applications is 5pm Monday 13 June. We anticipate that interviews will be held w/c 20 June.

For further questions about this role please contact, Kate Allardyce, Project Manager on 07525 131996.