FOREST FARM PEACE GARDEN: JOB DESCRIPTION

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

**Salary:** £11229 per annum (£24,500 FTE pro rata)

**Hours:** 17.5 hours per week from April to October on Wednesdays and Fridays with flexible half day. Then 14 hours per week during winter from November to March. You will be required to work the occasional weekend day and there will be some evening meetings. You will be entitled to time offin lieu.

**Location:** Forest Farm Peace Garden, end ofHazelbrouck Gardens, Hainault (site of the garden). Plus office time in Ilford or home working.

**Contract period**: Permanent subject to funding

**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, Forest Farm Peace Garden Board of Trustees

**Application deadline**: 5pm Monday 17 December 2018

**Interview date:** Tuesday 8 January 2019

Forest Farm Peace Garden today is supported through funding from the Big Lottery Fund, Postcode Local Trust and London Borough of Redbridge.

**PURPOSE**

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 programme for mental health recovery.

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

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. You will provide informal and formal learning opportunities for volunteers, including running occasional workshops. You will oversee the garden planning for the year, site management and safety. 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.

**Key Tasks**

* + Running our ecotherapy sessions alongside other staff (Ecotherapy Worker or Project Manager) to facilitate mental health service usersand buddy volunteers in the garden, including designating tasks and providing gardening expertise. (We commit to always having two staff present to run sessions.)
  + Overseeing the planning and development of the site in line with permaculture and organic principles, and according to any specific funding requirements.
  + Creating learning opportunities about food growing and horticulture through delivery of workshops and educational materials.
  + Ensuring that materials and garden supplies are purchased when required.
  + Reporting to Trustees at board meetings.
  + Updating any garden files throughout the season making sure that essential tasks are recorded and monitored.
  + Occasionally planning and running other volunteering sessions, for example, for corporate groups or weekend volunteer days to develop a specific garden project in collaboration with partners.
  + Supporting the planning and running of Forest Farm Peace Garden events alongside other staff, and attending our two annual community events.
  + Attending training as appropriate.

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

**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 |
| Permaculture Design Certificate or Diploma. | Desirable |
| **Volunteer support skills** |  |
| At least 1 year’s experience of supervising a team of volunteers and supporting their learning and development. | Essential |
| Understanding of health and safety and risk assessment, both in terms of practical outdoor work and of working with vulnerable adults. | Essential |
| Experience of working with vulnerable adults, for example mental health service users and learning disability. | Desirable |
| Experience of working with diverse communities, including with people from BME communities, and an understanding of, and commitment to, equal opportunities. | Desirable |
| Understanding of Safeguarding in relation to working with vulnerable adults. | Desirable |
| An interest in and knowledge of social and therapeutic horticulture or ecotherapy approaches. | Desirable |
| **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 with an ability to use Microsoft Office, email and social media. | Essential |
| Commitment to the multiple aims and the values underpinning Forest Farm Peace Garden. | Essential |
| First aid qualification – or willingness to undertake one. | Desirable |

**Application Process**

Your application for the position of Head Gardener at Forest Farm Peace Garden includes:

1. A cover letter which details, with examples, how you meet the Person Specification. We cannot give you credit for assumed or implied skills, so please be specific. Please keep to a maximum of 2 sides of A4.
2. A completed Application Form which contains your details and references.
3. Your up-to-date CV.
4. An equal opportunities monitoring form, which will be kept separate from your application.

All four documents must be submitted as .doc or .pdf files, via email, **by 5pm Monday 17 December 2018.** Incomplete applications will be discarded. Please email your application to: [kate@forestfarmpeacegarden.org](mailto:kate@forestfarmpeacegarden.org)

Interviews will be conducted on Tuesday 8 January 2019. We aim to contact candidates who are selected for interview by 21 December 2018. Unfortunately, we can only offer the position to individuals who have a right to work in the UK.

If you have any questions about the application process or about this job role, please contact Kate Allardyce, Project Mangaer, at: [kate@forestfarmpeacegarden.org](mailto:kate@forestfarmpeacegarden.org) / 07525 131996.