

WINDMILL COMMUNITY GARDENS MARGATE CIO

JOB DESCRIPTION

WINDMILL COMMUNITY GARDENS MARGATE: COMMUNITY GARDENER Fixed Term Contract to 3rd May 2025

Accountable to:	Windmill Community Gardens Team Leader
Job Title:	Community Gardener
Salary Range:	£12.35 per hour
Hours:	24 hours per week Monday – Friday, occasional weekends

Job Purpose: Support Windmill Community Gardens' (WCGM) two acres of land and the services delivered from the project, production of chemical-free vegetables for sale and to share. To lead the development of outdoor opportunities and activities for the community including children and families.

Key Responsibilities:

- To work on and support the efficient running of Windmill Community Gardens as a chemical free good growing space welcoming the whole local community including individuals from underserved communities in Thanet.
- To support and work with WCGM staff, volunteers and work experience placements ensuring a regular supply of seasonal organic produce
- To develop plans with the Team leader and to cultivate the gardens for cropping, fertility building, rotations, to ensure seasonal food availability for selling, cooking and tasting purposes.
- To plan, facilitate and deliver engaging activities including children, families and school groups in a safe, inclusive environment.
- Involve the local community through the provision of learning opportunities, volunteer and work experience placements.
- To work within the aims WCGM CIO, to reflect community participation, environmental and financial sustainability and promotion of links between food, health and wellbeing.
- To ensure positive and productive relationships within WCGM CIO with members of staff, volunteers, participants, service users and partners.
- To ensure that climate change is addressed to protect future sustainability.

Key responsibilities continue:

- Work in partnership with other agencies and professionals.
 - Undertake Monitoring and evaluation tasks and provide data as required by manager
 - Assist with education visits / events / open days.
 - Ensure compliance with all WCGM CIO policies, procedures and practices including Safeguarding Children and Adults.
 - Ensure Health & Safety compliance onsite and comply with the General Data Protection Regulation 2018.
 - Undertake activities that support the continuity of the business e.g. cover for absence, as required by the Manager.
- Ensure equitable working practices and promote equality, diversity and inclusion throughout the project.
- Attend required meetings and reviews.
 - Attend training and development events as required.
 - Any other duties agreed with the line manager.

Communication and Working Relationships

Internal

WCGM trustees, staff team, volunteers, work experience placements, visiting groups and individuals, customers and WCGM Staff.

External

All voluntary and statutory agencies in connection with WCGM, participants and partners and service users.

Performance Review

This job description will be used as a basis for individual performance review between the post holder and the Line Manager.

This job description covers only the main responsibilities, specific objectives will be set and reviewed each quarter and may change to meet the changing needs of the service.

The post holder will comply with the employing authorities 'Terms and Conditions' including Equal Opportunities Policy, Child Protection Policy, Health & Safety, Confidentiality Guidelines and the General Data Protection Regulation, (GDPR).

**PERSON SPECIFICATION
WINDMILL COMMUNITY GARDENS MARGATE:
COMMUNITY GARDENER**

Essential:

- A relevant qualification and/or relevant experience in horticulture and/or in chemical free food growing
- Experience of community based chemical free food growing including: knowledge of pests, diseases and organic control methods.
- Commitment to sustainable food growing that involves the community.
- Experience of community based healthy eating and food preparation.
- Experience in supporting volunteers, work experience placements and underserved communities
- Experience of working with children / young people in an outdoor environmental setting.
- Excellent people and communication skills: verbal, written and electronic
- Team working skills, sharing information and resources, encouraging joined up thinking.
- Competent in using Information and Communication Technology (ICT)
- Compliance with and commitment to the principles of Safeguarding and Equal Opportunities.
- Working knowledge and experience of Health & Safety practices
- Commitment to compliance with WCGM Policies and Procedures.

Desirable:

- A relevant teaching qualification, or experience delivering training
- Previous experience of working in the voluntary/ community sector.
- Experience in related commercial environments, garden or farming.
- Practical DIY skills.
- Full UK driving licence.

Job Description Agreement

Job Holder SignatureDate.....

Managers Signature Date.....