**JOB DESCRIPTION**

**Post Title:** Garden Mentor/ Horticultural Therapist

 Part Time – 28 - 30 Hours/Week

**Responsible to:** Project Manager

 Board of Directors

The MAXwell Centre’s Community Garden is located at the heart of Coldside area in Dundee. The garden project has attracted schools, community groups and individual residents to take up the challenge of growing their own food using the allotment plots, raised beds and polytunnel facilities.

The successful candidate will have an extensive knowledge of fruit and vegetable cultivation in a therapeutic/community setting. Formal horticultural/clinical/teaching qualifications are expected but not essential as the ideal candidate will have the personal qualities needed to engage people and grow edible crops successfully.

You will have a flexible approach to gardening and be adaptable enough to work with people of all ages and abilities. Your excellent interpersonal skills will be exercised every day as we welcome everyone into the garden. Experience of training/teaching and of working with volunteers will be an advantage.

You will have an understanding of different growing techniques to maximise productivity. Some maintenance of fruit trees/bushes will also be required as the project has a wall-trained orchard and an additional communal fruit-growing space. The project was initially funded by the Climate Challenge Fund and has therefore adopted a low-carbon approach, which we wish to continue with crops raised from seed where possible, rainwater harvesting, composting on site etc.

**Main Duties**

You will be required to plan the garden’s planting schedule, deliver training sessions, facilitate groups’ and individuals’ food production. Some of the sessions may take place out with normal working hours so you will be flexible enough to work evenings/weekends as needed. The content of sessions will be dependent upon the expressed needs of the community involved so flexibility and a broad applicable knowledge will be key to providing this service.

Responsible for assisting the Project Manager to secure adequate funding for staffing, premises and associated costs of the Project.

Support and develop active community involvement in the Project’s activities through the appropriate use of the media, posters, leaflets and outreach work.

Develop performance criteria and indicators in order to meet the requirements of funders.

Provide reports, presentations and other materials required for our funders.

Assist with the evaluation and monitoring of the Project including the maintenance of records, statistics etc.

Together with the Board of Directors ensure that all policy and procedures are in line with the organisations current policy and procedures.

**Principle working contacts**

• Project staff

• Board of Directors

• User agencies

• Community organisations

• General public

**Other Duties**

This job description is a broad general picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

Salary - £20,900 (Pro-rata)

Initial Funding to 31st March 2020

Please send CV and covering letter to agmaxinfo@gmail.com

Closing Date Thursday 16th May 2019

Person Specification

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| **Essential** | **Desirable** |
| Proven track record of growing fruit and vegetables in a community garden setting. | Formal horticultural, clinical, training qualification |
| Experience of supporting and motivating volunteers | Drivers Licence |
| Strategic thinking and an ability to develop and report on project plans. Ability to produce succinct and accurate reports | Experience of developing income generation for financial sustainability |
| The position is subject to Disclosure Scotland PVG Membership |  |
| Good organisational / time management skills |   |
| Excellent written and verbal communication skills. High level of computer skills and use of social media. |   |
| Experience of working in the Third Sector, charities and communities. Experience of community engagement and partnership working. |  |
| Self-motivated, enthusiastic and a good team player |   |
| Flexible approach to working (e.g. occasional evenings and weekend days). Ability to travel between locations for meetings and events |   |