**JOB DESCRIPTION**

**Post Title:** Community Garden Outreach Officer

Part Time – 28 Hours/Week

£18,000 p/a (Full Time Equivalent £22,500)

**Responsible to:** Garden Mentor

Project Manager

Board of Directors

The MAXwell Centre’s Community Garden is located at the heart of Coldside area in Dundee. The garden project and outreach programme attracts schools, community groups and residents across the city to take up the challenge of growing their own food as well as using our inclusive, creative and busy community garden space.

The successful candidate will be instrumental in supporting the next stage of development of the Dundee Community Garden Network/ Grow Dundee page that we facilitate.

We are looking for someone with good knowledge of sustainable food growing, experience with websites or blogs and excellent communication and organisational skills required to engage, teach and support groups and individuals.

**Main Duties**

Assist the garden coordinator. This involves aiding her to **facilitate the Dundee community garden network**, liaising with community gardens and web developers to revamp our Grow Dundee site and shape a **new Dundee Food Growing online map and calendar**. You will thereafter be responsible for editing, uploading and updating content through keeping in touch with all of Dundee’s community gardens/ growing spaces.

Assist with planning, organise, assist and/or deliver an **innovative programme of high quality workshops and monthly events related to food growing and connecting people to nature in creative ways**. Some of the sessions take place out with normal working hours so you will be flexible enough to work evenings/weekends as needed.

Support and develop **effective communications** for the Project’s activities through the appropriate use of the media, posters, leaflets and outreach work.

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.

Travel within Dundee to other gardens will be required occasionally.

**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.

Funding to 31st May 2024.

To apply please send a CV and covering letter to [info@maxdundee.org.uk](mailto:info@maxdundee.org.uk)

Closing date for applications is 14th May 2023

Interviews will take place w/c 22nd May 2023

**Person specification: Community Garden Outreach Officer**

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| SKILLS AND ABILITIES | Clear and concise written and verbal communication skills.  Ability to work as part of a team and on own initiative.  Ability to motivate and inspire others.  Ability to analyse and resolve problems, seeking support when and as soon as required. Can-do attitude.  Well organized and the ability to plan workload effectively. |
| EXPERIENCE | Experience with website/ blog development and maintenance.  Experience in excellent project communications across different platforms and channels.  Experience designing and delivering workshops and organising public events.  Experience of supporting projects, work colleagues and networks. |
| KNOWLEDGE | Essential – food growing knowledge.  Essential – website and /or blog management, confident learning and using new online tools.  Desirable - knowledge or experience in a variety of gardening techniques and diverse public engagement activities.  Desirable - knowledge or experience in woodwork, cooking and crafts. |
| PERSONAL ATTRIBUTES AND  OTHER  REQUIREMENTS | Be a team player demonstrating loyalty and commitment to the project and team members.  Ability to listen and to communicate effectively with individuals at all levels.  Responsive and understanding of diverse needs and abilities, helping create a positive, inclusive and non-judgmental environment. |