**JOB DESCRIPTION**

**Post Title:** Garden Library Worker

Part Time – 7 Hours/Week

£11.50/Hour

**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 Maxwell Tool and Seed Library.

We are looking for someone with good knowledge of sustainable food growing, and excellent IT, communication and organisational skills required to deliver this service and support groups and individuals to grow their own food and adapt and improve their own garden spaces for food growing, wildlife and connecting with nature.

**Main Duties**

Assist the garden coordinator in the **development and maintenance of our** **Tool and Seed library**, which allows anyone in Dundee, for an annual membership of £1, to borrow gardening books and tools and access free seeds with personalized advice and follow up. We want to expand its impact by identifying the needs of current and prospective library members and adapting our services.

Support and develop **effective promotion of the library** through the appropriate use and distribution of posters, leaflets as well as outreach work, including and use of social media.

**Maintenance of garden and library tools, books and seeds** updating the catalogue online with new purchases or donations and communicating with library users as required.

**Assistance at monthly plant swaps** or other events.

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.

**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: Garden Library Worker**

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| SKILLS AND ABILITIES | Very well organized and the ability to plan workload effectively.  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. |
| EXPERIENCE | Experience of supporting projects, work colleagues and project participants.  Experience in project promotion across different platforms and channels.  Experience designing and delivering workshops. |
| KNOWLEDGE | Food growing and sustainable gardening knowledge.  Excellent IT skills and confident learning and using new online tools.  Knowledge or experience in gardening equipment, 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. |