

## **St. Peter's Community Hall & Garden**

### **JOB DESCRIPTION**

#### **COMMUNITY GARDEN PROJECT DEVELOPMENT OFFICER**

**ROLE SUMMARY:** To enable the Management Team to fulfil the requirements of the grant funding for the New Project:

*Social Prescribing: Re-building community provision post-pandemic*

#### **KNOWLEDGE & PRACTICE:**

Working with the Garden Project Manager:

- contribute to the maintenance and development of landscaping and the Garden environment and wildlife habitat
- actively maintain the ethos and principles of St. Peter's Community Garden in the operation of an organic and Eco-friendly garden, responsible re-use and recycling, and sustainability.

#### **CAPACITY BUILDING – Garden Users**

- Develop contacts with GPs and referral agencies to generate social prescribing opportunities for individuals to benefit from therapeutic work in the Garden environment.
- Maintain and develop appropriate person-centred opportunities for individuals to benefit from the therapeutic activities of gardening and plant maintenance.
- Monitor and be responsive to the individual needs of garden users.
- Actively maintain and develop contact with agencies and users to fulfil the requirements of the grant funding and ensure sustainability of the Project.

#### **CAPACITY BUILDING – Volunteers**

- Attract and recruit appropriate volunteers to support garden users to access therapeutic activities in the Garden.
- Working with the Garden Project Manager, ensure volunteers are trained in the requirements of their support role, and in policies relating to health & safety, safeguarding, equality, fairness and diversity, and environmental practices of the Garden.
- Plan, co-ordinate and supervise the work of volunteers in supporting garden users in relation to the Project.
- Ensure that volunteers are supported and their contribution is valued.
- Actively maintain and develop a register of volunteers to fulfil the requirements of the grant funding and ensure the sustainability of the Project.

## **CAPACITY BUILDING – Therapeutic, creative and income generating opportunities**

- Working with the Garden Project Manager, contribute to developing opportunities for Project users to engage in creative activities such as woodworking, arts and crafts, plant management and bee-keeping.
- Working with the Community Hall Manager, create and encourage opportunities for appropriate volunteers to develop income-generating activities to support the work of the Project.

## **PUBLICITY**

- Working with the Community Hall Manager, develop a coherent and consistent approach to publicity that encourages the participation of the wider community in sustaining and developing the Community Hall & Gardens as an important facility for the area.
- Create specific and targeted publicity materials to generate social prescribing opportunities in relation to the Project.
- Monitor the effectiveness of targeted publicity materials.

## **MANAGEMENT OF THE PROJECT STEERING GROUP**

- Identify and recruit relevant people to the Project Steering Group to ensure the Project fulfils the requirements of the grant funding.
- Engage the Steering Group in monitoring the effectiveness of the Project aims in respect of positive impact on health, well-being and social inclusion in relation to Garden users, and positive impact on community action in relation to recruitment of volunteers.
- Ensure the Project Steering Group responds to changing needs in respect of social prescribing.

## **PERSONAL RESPONSIBILITIES**

- Demonstrate excellent time management and organizational skills.
- Demonstrate empathy and leadership skills responsive to the needs of Garden users, volunteers and client groups.
- Undertake such training and research required to fulfil the role and responsibilities of the management of the Project.
- Be responsible to the Management Team for the operation of the Social Prescribing Project.

## **TERM OF OFFICE**

- One year fixed term contract dependent upon continued funding in the first instance, subject to successful completion of a one-month probationary period. There is currently funding available for three years.
- Subject to an Enhanced Disclosure & Barring Service check and able to abide by the Health & Safety rules and safe working practices prescribed by the Management Team.