

JOB DESCRIPTION

Job Title	Community Gardener
Position Number(s)	60100336
Department	Cleaner, Greener, and Customer Services
Section or Service	Ecology Service
Grade	E

DESIGNATION:

Responsible to:	Ecology Service Manager
Employees directly supervised (if applicable):	N/A
Family Tree:	

Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.



1. JOB PURPOSE:

- The Community Gardener works in partnership with the local community and the public, private, and voluntary sectors to improve and transform underused and neglected areas of land by installing and maintaining food growing gardens for the local community, as well as supporting street greening initiatives and other community garden spaces.
- To date the project has installed over 65 community kitchen gardens across the borough, containing over 600 raised plots, which are used by residents and community groups to grow fresh fruit, herbs and vegetables. The project also plays a key role in developing and enhancing green infrastructure in the borough and engaging residents with initiatives that offer opportunities for better health and wellbeing.
- The Community Gardener will collaborate with the Community Gardeners, Ecology Service Manager and Senior Projects Manager on the planning, development, and delivery of new kitchen gardens and environmental improvement projects from inception through to completion.
- The post holder will advise on the ongoing maintenance of the community kitchen garden portfolio and will assist with locating further sites to develop. Key activities include delivery of events and workshops, coordination of volunteering and gardening support for plot holders, general garden maintenance, and help maintaining project admin such as performance and budget monitoring records.
- The post holder will work with the team to support project related communications and will provide regular updates to senior management, finance officers, councillors, strategic partners, and resident groups. The post is resident focused and requires a willingness to engage effectively with the wider community.

2. DESCRIPTION OF DUTIES:

1. Engage with residents and community groups signed-up or wishing to sign-up for plots in kitchen gardens. With the other Community Gardeners, support project administration, evaluation and communications, and collaborate on the annual plot reallocation process including maintaining and developing the community kitchen garden database.
2. Work closely with the Ecology Service Manager and Community Gardeners on all aspects of managing the borough-wide community kitchen gardens including budget allocations, opportunities to develop new sites and responding to enquiries and complaints from residents.
3. Engage with key stakeholders including elected members, senior management, gardening clubs, residents' associations, private and third sector partners, and borough residents.
4. Ensure that Health and Safety policy is observed and implemented, proactively reporting any Health & Safety concerns. Undertake Health and Safety assessments of projects, mitigate risks, and ensure that satisfactory health and safety working practices are implemented with a focus on volunteering and kitchen garden plot usage.
5. Contribute to communications and social media postings related to the community kitchen gardens and other community garden projects, to include monthly newsletters, bulletins and webpage updates.

6. Liaise with contractors and Senior Projects Manager regarding access to kitchen gardens and maintenance regimes.
7. Deliver gardening training and support to community gardening clubs and kitchen garden plot holders. Offer talks to special interest groups related to healthy eating, wellbeing and food growing.
8. Collaborate with Community Gardener(s) to organise community events, gardening workshops, special awards, garden visits and provide on-site support in kitchen gardens.
9. Develop and assist with the volunteering programme in collaboration with Community Gardener(s), including delivery of induction sessions and the collation of volunteer hours.
10. Assist in the delivery of other projects and activities as and when required, including judging for London in Bloom and the submission of RBKC kitchen garden entries.
11. Develop knowledge and skills that contribute to the overall enhancement of the service.
12. Support day-to-day financial requirements of the project, including raising purchase orders, managing a charge card and maintaining finance records.
13. Be prepared to drive hire vehicles and pool car as required.
14. Work collaboratively and positively with the Ecology team and support the wider parks team.
15. Weekend working as well as some early Summer evenings will be required to optimise community engagement. Attendance at meetings and events out of normal working hours may also be required.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Community Gardener
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care, and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: • A horticultural or environmental qualification (Level 2 RHS or equivalent). • A valid UK driving licence
C	Skills; Experience and Attitude Essential: • A knowledge of basic horticulture and nutrition. • Practical experience gained within a Parks or horticultural environment. • Excellent written and oral communication skills, with the ability to effectively communicate and get on with a diverse range of people. • Enthusiasm for the environment, especially gardening and horticulture (growing your own fruit and vegetables in particular). • Experience of developing and delivering a variety of horticulture / gardening volunteer activities, including evaluating and reporting on activities. • Ability to develop, deliver and evaluate small workshops and events as necessary.

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| | <ul style="list-style-type: none"> • Understanding of Health and Safety at work policy and practice especially in the management of volunteers, assessing risk, and in Safeguarding practice. • Willingness to travel between sites regularly. • Willingness to work outside (in all weather), the post will be approximately 50% Office based and 50% on-site. • Ability to undertake post-related manual work including gardening activities. • Strong organisational and time management skills • Experience of delivering small landscaping / horticultural projects • Skills and experience related to mental health and working with vulnerable adults • Willingness to work flexible work hours (including occasional weekends and evenings) as necessary. • A good working knowledge of Microsoft Office including Outlook, Word, and Excel (including some database upkeep). |
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Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued.

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WORKING TOGETHER

- **We work together and in partnership with everyone that has an impact on the lives of our residents.**
- **We want to understand, learn from each other and continually adapt.**

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.