

Growers Hub Co-ordinator - Job Description

The Growers Hub – Overview

The Growers Hub is based in the Broadford Community Woodland. Over the last three years we have taken an area of clear-felled forest and have built paths, drainage, polytunnels, sheds, raised beds and a cabin. Now we want to make Broadford Community allotments into a Hub for growing, learning and advice for the Broadford and Strath community. We will support people with mental and physical issues by providing horticultural therapy, provide access to growing land for people without big gardens and create a Men's Shed.

We want to enable the community to grow fresh affordable food, develop new skills, combat isolation, encourage more exercise, improve well-being and over come the disadvantage many have with regards to not garden at home.

We are recruiting two posts:

- A Hub Co-ordinator will co-ordinate the activities of the Hub, set-up and support a Men's Shed group and support other groups using the allotment site. The Hub Co-ordinator will manage the maintenance schedule of the site and will involve local volunteers to do the work.
- A Horticultural Therapy Leader to facilitate the program for members of the community

Hub Co-ordinator - The Role:

A Hub Co-ordinator will co-ordinate the activities of the Hub, set-up and support a Men's Shed group and support other groups using the allotment site. The Hub Co-ordinator will manage the maintenance schedule of the site and will involve local volunteers to do the work. The post-holder will be required to represent the company at community events and take an active role in supporting other community initiatives.

Reporting to: Broadford and Strath Community Company Directors and the Woodland Management Group



Salary: The project officer will be contracted on a self-employed basis at a rate of £20 per hour (including VAT where applicable). The maximum funding available for this post is £15,600 per annum.

Hours: The post is funded for five years. It is part time averaging 15 hours per week until March 31 2023 (based on 48 weeks per year).

Location: Working from home and Bradford Community Woodland

You will require to become a Protecting Vulnerable Groups (PVG) Scheme member prior to commencing in this role.

Key Outputs:

- To co-ordinate the activities of the Growers Hub
- To engage children and young people in maintaining and growing produce within their dedicated growing area
- Set up and support a Men's Shed group
- To support the groups using the Hub
- Manage the Hub maintenance schedule
- Engage volunteers in the use of the Hub.

Key Responsibilities:

- Overall responsibility for co-ordination, management, development and maintenance of the Hub
- Community engagement
- Management contractors, tutors and volunteers
- Ensuring the operation meets Health and Safety and environmental regulations
- Support colleagues and undertake shared staff team responsibilities
- Attend the Woodland Management Group committee meetings.

Skills and personal qualities:

- Good interpersonal and communication skills
- Good horticultural knowledge
- Enthusiasm and strong motivational skills
- Ability to work on own initiative
- Organizational ability
- Report writing and data collation

Experience:

- Working with the children and young people
- Managing an allotment site
- Sustainable food production
- Horticulture
- Project management
- Budgeting
- Procurement of services

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