



Hillside Community Garden Manager Job Description and Person Specification

Reporting to:	Chief Executive
Responsible for:	Hillside Projects Staff
Overall Purpose:	Management of the day-to-day running of Hillside Community Garden including site, staff, projects, income generation and health and safety.
Hours:	Fulltime- 35 hours per week.
Job Share:	We will also consider job-share arrangements
Annual leave:	25 days and bank holidays
Salary:	£26,000 FTE – potential for performance related increase
Location:	Green Synergy main office, 49, Roman Pavement, Lincoln, and Hillside Community Garden, LN2 5QY
Duration:	Permanent

Role Purpose:

The Hillside Manager is responsible for the day-to-day running of Hillside Community Garden including:

- The delivery of accredited and informal training and workshops,
- Managing the continual maintenance and development of the site (garden spaces, conservation areas, hard and soft landscaping, and infrastructure),
- Managing the delivery of projects on-site (and potentially some off-site) including the Reaching Communities and BBO MOVE funded programmes,
- Developing seasonal garden work plans and,
- Developing and managing income generating activities such as corporate volunteering days, gardening/ landscaping services, product sales and experiential workshops.

The Hillside Manager will work closely with the CEO, Community and Mental Health Projects Manager and Office and Finance Manager. As part of the senior management team, you will have accountability for the Hillside budgets, project targets and health and safety standards.

Key Performance Indicators

This post is funded by the National Lottery Community Fund Reaching Communities Programme. It forms a key part of our three-year organisational development project "*See How our Garden Grows*". The Hillside Manager is responsible for the following targets for this project:

- Work with at least 50 beneficiaries per year on Hillside development projects- including the creation of new garden areas (children's garden, wheelchair accessible kitchen garden, market garden) and nature conservation areas.
- Develop horticultural and garden-related training programmes to include free and paid-for workshops/ courses for a minimum of 50 participants per year
- Work with the team to develop income generating corporate days for 10 groups per year
- Work with CEO and staff team to come up with three potential income generating work streams that could be incorporated into Hillside
- Conduct feasibility studies and run pilot projects- (years 1 and 2)
- Year 2- develop fully costed business plan/s for chosen enterprise/s. Source required seed funding
- Secure £20,000 additional funds per year for the project (this can be through bids and income generating activities)
- Ensure required health and safety and safeguarding standards are achieved and maintained on site.

These key performance indicators will be reviewed and amended on an annual basis to reflect any developments within the role.

Specific Duties and Responsibilities:

- Ensure that projects/ contracts/ services are delivered to the specified timescales and budgets and that they meet their respective aims, objectives, outcomes, and outputs
- Ensure that all projects adhere to Green Synergy's policies and procedures including safeguarding, health and safety, equal opportunities, and values.
- Ensure that everyone (staff, volunteers, partners) on site follows Green Synergy's policies and procedures and always works to our best practice guidelines and values
- Plan, design and deliver training and workshop sessions
- Provide leadership, team support and coordination for project delivery staff and volunteers at your project site/s
- Build and maintain good relationships with Green Synergy staff, beneficiaries, volunteers, the local community, and public, private and voluntary sector partners.
- Work with the rest of the team to promote and raise awareness of the charity, for example, through social media, radio, and written publications,
- Identify and respond to employee development needs and
- Set a clear line of sight for your team, linking goals and outcomes to Green Synergy's strategic aims and objectives
- Proactively oversee employee performance to foster success and mitigate any potential issues such as under performance, unsafe working practices and behaviours

that are not congruent with Green Synergy's values.

- Take responsibility for your own safety and ensure that colleagues, volunteers, and visitors are not exposed to danger.

General Responsibilities

- Represent and be an ambassador for Green Synergy
- Work to support Green Synergy's mission, vision, ethos, and values
- Be flexible and carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work
- Continue education/ professional development in relation to your areas of responsibility- for example: ISO 14001 for environmental management and ISO 45001 for occupational health and safety

Person Specification – Hillside Manager

E=Essential criteria D=Desirable criteria

Experience

- Minimum of two years' managing projects, budgets, and leading teams (E)
- Commercial horticulture/ landscaping work (E)
- Providing training to others in horticulture/ landscaping (D)
- Experience of working with volunteers/ apprentices/ people living with disadvantage and/ or disability (D)

Skills and Abilities- (E)

- Good verbal and written communication skills
- Computer literate- including a good working knowledge of Microsoft office, Excel and social media
- Ability to comfortably communicate with a diverse range of people.
- Professional, friendly, and confident manner
- Strong organisation and prioritisation skills.
- Excellent motivator
- The ability to empathise with others and deal with them sensitively

Education/Training/Qualifications

- Minimum level 3 qualification in horticulture and/ landscaping (D)
- Full driving license (E)

Personal qualities(D)

- Active Listening
- Questioning – that moves thinking forward
- Non-judgemental, treats all persons with equal regard
- Thought-provoking and supportive feedback
- Innovative and solutions focussed, ability to positively lead the team through change