



The Green Hub Project for Teens

Job Description

Post title: Garden Manager

Hours: 28 hours per week (with some flexibility to cover weekend and evenings events)

Salary: £30,000 pa pro rata (based on a 35 hour week)

Location: Green Hub central offices (Witley, Surrey), home based and multiple garden locations

Role overview:

- To lead the delivery of the Green Teens and other garden-based programmes
- To be the central point of reference for garden projects and developments, working alongside the volunteer garden team
- To drive initiatives relating to programme development
- To be the driving force behind volunteer development specifically related to the delivery of garden programmes
- To be responsible for managing the budget for programme delivery and garden development projects
- To oversee fitness for purpose of the various host garden locations
- To assist with the development of new opportunities

Candidate profile & core competencies:

The candidate ideally ...

- Has a good understanding of gardening / horticulture, and a strong empathy with the power of green social prescribing, especially with young people.
- Should have a flexible approach to meet the ongoing and changing needs of the charity as it develops.
- Is organised and able to plan and work on their own initiative, with minimal supervision.
- Is a self-starter with a high attention to detail.
 - Often projects and new initiatives will need to begin from a blank page
 - However, for successful delivery in the absence of a large support team, attention to detail and a drive to 'get things finished' is critical.
- Strong communicator – particularly with volunteers.
- Can access and use the various central technologies to a good standard of proficiency. Specifically, the MS O365 suite / SharePoint, as well as Green Hub's CRM system.
- Must be motivated to learn and develop





- Has previous experience in a similar wide-ranging role.
- Can demonstrate a good understanding of the Green Hub and its purpose, and able to work within the charity's ethos and values.
- Acts at all times with integrity and confidentiality.

Reporting:

- **Line manager:** Development Director
- **High level:** Management board and Trustees
- **Supporting team:** Garden projects manager, Garden leaders
- **Other support from:** Volunteer teams and employed team

Core responsibilities:

- **Delivering Green Teens and other garden-based programmes.** This includes:
 - Making sure the host gardens are always in a fit and safe state to receive teens
 - Working closely with the Green Hub horticulture lead for each garden and, where appropriate, with the host team to ensure there is a clear weekly plan in place
 - Work with the craft coordinator to ensure activities are prepared and resourced
 - Attending / leading 2+ garden sessions per week, to ensure hands-on experience of the programme and building relationships with volunteers
 - Overseeing the garden volunteer rota (with volunteer support team)
 - Liaising with Teen Manager regards the progress of individual teens / extension programmes
 - Working with the evaluation coordinator to ensure appropriate data is collected
- **Managing programme development.** Ensuring Green Hub garden programmes continually strive towards best practices at all times by:
 - Monitoring the effectiveness of delivery and listening to feedback
 - Devising initiatives that improve the impact and effectiveness of programmes
- **Volunteer development.** Helping volunteers deliver garden programmes effectively and empathetically by:
 - Devising and delivering related training at quarterly training events (delivery of garden sessions, health & safety & first aid top-up)
 - Ensuring key policies are followed by the GH team in the garden setting
 - Having a watching brief over all garden volunteers, and checking in regards their development
 - Working with key volunteers to develop their skills, in order for them to be able to take on a more senior role
- **Ensuring gardens are fit for purpose at all times.** This includes:
 - Ensuring garden maintenance programmes are up to date and that gardens are fit for use by teens and volunteers (insofar as is reasonable)
 - Taking responsibility for safe working practices in the garden at all times





- **Working on development opportunities**
 - Working with the Board to deliver new opportunities as they arise, and that fit within the Green Hub strategic plan
 - Working with others in the team to add value at meetings with referrers, presentations and so forth

This is not an exhaustive list and is intended only to demonstrate the scope of the role.

The job package – in summary:

- **Hours:**
 - The approximate number of fixed hours per week is 28
 - Some out of hours flexibility may be required, such as attendance at events etc.
- **Employment basis:**
 - This is a permanent position.
 - With a probationary period of 3 months.
- **Salary:**
 - The pro-rated salary, based on 28 hours, is therefore £24,000 pa.
 - For the avoidance of doubt, remuneration is based on a full-time salary of £30,000 for 35 hours.
 - Statutory pension is included and can be opted out if preferred.
- **Holidays:**
 - Paid holiday is offered at the statutory level (28 days including Bank Holidays) and will be pro-rated, depending on hours agreed.
- **Location:** A combination of:
 - Working from Green Hub's central offices in Witley.
 - Working from home & from Green Hub host locations.
 - From time to time at other Green Hub locations, as required to fulfil the duties of the role.
- **Expenses:**
 - Reasonable expenses will be reimbursed.
 - The jobholder will be required to follow the Green Hub expenses process.
- **Training:**
 - Appropriate training (on the job, online and external) will be made available as needed.

The information contained in this document is offered as a guide and does not in any way constitute any terms and conditions of employment. It may be reviewed and updated from time to time as required by the Green Hub to meet operational, legal and best practice needs.

