



## Garden Community Hub Coordinator

<b>Salary:</b>	£31,611 to £33,926 pa (depending on experience)
<b>Hours:</b>	35 hours per week, Monday – Friday, with some flexibility of working hours to meet the needs of the service. This is an exciting role which will be focused on supporting the growth and development of our provision at our Garden site.
<b>Contract:</b>	Permanent
<b>Location:</b>	You'll be based at our site in Tooting – Share Garden, Gillian Webb Memorial Gardens, Grounds of Springfield University Hospital, 61 Glenburnie Road, Tooting, London SW17 7DJ, and occasionally at our other sites in Clapham, Brixton and Vauxhall
<b>Annual Leave:</b>	25 days per year pro-rata (increasing by one day per year until you reach a maximum of 30)
<b>Closing date:</b>	Friday 21 <sup>st</sup> June 2024
<b>Reports to:</b>	Head of Volunteering and Community Services

### About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and helping them to achieve their aspirations. Most of our students are people with learning disabilities and/or autism. We offer them training, employment, personal development, and leisure opportunities. We help disabled people to be more independent, have better health and wellbeing, move towards employment, and enjoy the same access to leisure opportunities as everyone else. We are accredited by the National Autistic Society, and this year we achieved Investors in People Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

Our garden has been based within the grounds of Springfield Hospital, SW17, for over 25 years. The hospital site is undergoing major redevelopment, which will involve Share moving into a temporary and then permanent new office / teaching building, and the garden itself being re-sited. The Garden and Community Hub Coordinator will play a key role in coordinating the move, developing our operations on site and building positive relationships with developers and other stakeholders.

### The role

This is a multi-faceted role coordinating our provision at our site in Tooting for adults with learning disabilities and autism. The role will involve supporting our garden move and coordinating the development of our site and provision in our new space. This will include working closely with the team to develop new projects delivered from the site and coordinating the transition of our operations. You

will also oversee the growth and development of the Share Garden Centre, our customer-facing enterprise, enabling it to flourish. In managing the Garden Centre, you will ensure that it provides excellent training and work experience for our students as well as being the plant centre of choice for local people.

You will work closely with our Lead Horticulture Trainer and Head of Training to support the delivery of training and therapeutic activities in the garden. You will report into the Head of Volunteering and Community Services to ensure the smooth transition of the site activities into our new temporary building as well as planning our operations ahead of the move to our permanent new space. You will line manage our Project Support Worker and Cleaner, work closely with the garden team and across departments to develop and deliver our provision for adults with learning disabilities and/or autism. You will ensure the space, activities and provision is a welcoming, supportive and safe environment for students, external members, and volunteers. You'll be inclusive and person-centred in your approach at all times.

### **Who we are looking for**

Our ideal candidate will have experience of coordinating similar provisions in a local community setting. You'll have experience of working or volunteering in one of the following - social care, community garden, community engagement, social enterprise, or health. You'll have a strong commitment to the inclusion of disabled people in all aspects of life and a passion for the benefits of gardening. You'll have excellent planning and coordination skills and the ability to manage and develop a team. You'll be an energetic people-person who has a commitment to providing an excellent service for all members and engaging with stakeholders in a positive, supportive and professional manner. You'll be flexible, able to follow instructions whilst using your initiative to problem solve and think on your feet. You'll be able to work as part of a team. You'll be a patient, supportive and empowering person who pays close attention to wellbeing.

### **Job Description**

- Work as part of a team to plan, develop and deliver the projects at our Tooting site which includes our horticulture programme, student training, social enterprise, and garden
- Close liaison with colleagues to plan activities that meet the learning and development needs of our students, and the sharing of your skills and knowledge with colleagues and students
- Work closely with the Head of Volunteering and Community Services to plan the move to the new site and manage the transition period, including delivering updates and briefings to the garden team regarding the progress of the move and impact on staff and students
- Coordinate the day to day running of our projects and site, ensuring the best use of available resources and maximising opportunities for the development and delivery of new projects.
- Line manage our support worker and cleaner; coordinate regular team meetings and project staffing, and induct new staff and volunteers to the site
- Develop and maintain excellent relationships with others based on the Springfield Village campus, including the planners and developers to ensure the growth and the long-term suitability of our provision
- Build and maintain relationships with like-minded organisations across South West London to expand opportunities for students, our social enterprise and garden project, and ensure the suitable growth of services. This includes, building new customer relationships with people visiting and buying from Share Nurseries
- Work closely with the Lead Horticulture Trainer to develop an annual planting plan and a plan for growing Share Nurseries

- Work flexibly to support our students to access activities, supporting students to develop skills, better manage new or challenging social situations, and live healthier and more fulfilled lives
- Carry out activities in line with Share's risk assessments and highlight any concerns to your line manager
- Maintain good levels of Health and Safety and safeguarding practices across our site, ensuring that safe ways of working are developed and observed on site.
- Annually update project and site risk assessments and procedures ensuring these are read and followed by the team
- Work to create and maintain back-office systems for the temporary building, supporting the team to use these when required
- Collaborating with staff across Share, and with other projects to grow and plan opportunities for students
- Promote effective communication and relationships amongst students, staff and partners and to be aware of communication and personality differences
- Ensure that financial records requirements are met, and money handling procedures are in place and followed
- Work closely with our suppliers to obtain the best value deals for goods
- Work in a way that celebrates diversity and values each student and their choices
- Maintain student confidentiality throughout and adhere to Share's policies on data protection
- Undertake any training that may be required in order to fulfil the role as effectively as possible
- Attend and take part in Share staff meetings, supervisions, and other events as required
- Undertake any other tasks that may reasonably be required

### **Experience and skills needed**

- Experience of supporting and growing community projects, community gardens, social enterprise or projects in a similar setting
- Experience of coordinating complex projects or activities, working across teams and departments to achieve goals
- Experience of identifying, building and maintaining positive partnerships and working with a range of stakeholders
- Ability to nurture people from all backgrounds and lead a cohesive team
- Experience and enjoyment of working in busy and varied people-facing role, preferably in the community
- Excellent written and verbal communications skills and the ability to build good working relationships with volunteers, staff, service users, families/carers, and external partners
- An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to equality for all and belief that everyone has something to offer others
- Great listening skills and ability to handle challenging situations with empathy, resilience and logic
- Excellent organisational skills, forward planning and ability to keep good records. You'll be someone who enjoys completing tasks to a high and accurate standard.
- Experience of maintaining high standards of health and safety
- Knowledge and understanding of the principles of safeguarding vulnerable adults
- Experience of planning and delivering activities, in a holistic and person-centred way
- Good ICT skills and competence in the use of Microsoft Office, databases and mobile technology

- Keen to learn and develop in the role, with an ability to make best use of mentoring, supervision and training opportunities.
- Able to inspire trust and confidence, behaving with integrity and honesty at all times
- Personal flexibility and adaptability, enjoys meeting targets and problem solving

### **Desirable**

- Experience of working in a garden environment
- Able to use Makaton
- First Aid certificate
- Knowledge of the local area

### **How to apply**

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

To apply for this role, please send us your CV and a cover letter addressing the three questions below:

1. What are the top three qualities that make you an excellent Garden and Community Hub Coordinator?
2. We will soon be moving our operations to a new site which will be both an opportunity for us to develop and grow our service whilst also being a big transition period for our students and staff. What are the key things you would consider when supporting, planning and coordinating this move?
3. How would you involve students in the delivery of the service and ensure activities are person centred?

Please also complete our equal opportunities form, which you can download from the job advertisement page on our website. Please send us the three documents to [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk).

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk).

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

**This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.**

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

