Salary:	**£37,296 per annum full time (£14,918.40 per annum P/T .4FTE)**
Contract:	**Fixed-term appointment, 11th January to 25th March 2027 (with the possibility of extension pending funding renewal)**
Hours:	**Two days per week (preferably Tuesdays or Wednesdays and Fridays),with occasional Saturday working by agreement**
Annual Leave:	**25 days per annum for full-time staff - Pro rata**
Responsible to:	**Community Programmes Manager**
Responsible for:	**Learning Officer and Grower (full-time); Consultant Grower (2 days per week) coordination of consultants and volunteers**
Location:	**St Raphael's Edible Garden, Stonebridge, Brent**

About the Role

We are seeking an Interim Garden Manager to join us on a part-time basis during an exciting period of development for the garden. This is a focused interim management role, with the possibility of extension depending on suitability and the success of future funding applications. The role is currently partially funded for two days per week through our existing John Lyon's funding contract. We plan to submit a further three-year funding application at the end of this year/early next year. If successful, this is likely to provide an opportunity to extend the contract and establish a longer-term arrangement.

Although much of the growing activity is dormant over the winter months, there is plenty happening behind the scenes. We are undertaking a significant capital works project to replace our existing raised beds, ensuring they are safe, secure and provide excellent soil and growing conditions for the year ahead. A key focus of the role will be overseeing this infrastructure work and coordinating contractors, our Consultant Grower and volunteers to deliver the improvements.

Alongside this, the role will have a strong focus on supporting and overseeing our Children and Young People's programme, currently funded through John Lyon's and Brent Health Matters, ensuring we meet our commitments and continue to provide meaningful opportunities for children and young people in the garden.

The postholder will need to exercise sound judgement in prioritising work and deciding what can realistically be achieved within two days per week, identifying where activity needs to be

reduced, paused or referred to the Community Programmes Manager. We are looking for someone with practical community garden management experience, strong organisational skills and the resilience and initiative to respond constructively when plans change, find workable solutions and follow through on agreed actions.

The Garden Manager will work closely with the Learning Officer, Consultant Grower, volunteers and external practitioners, helping to ensure the garden remains safe, productive and connected to the local community.

What we offer

We offer flexible working and a range of employee benefits, including:

- Excellent annual leave entitlement, with an additional day after two years of service and each subsequent year, up to a maximum of five additional days.
- Pension scheme.
- Employee Assistance Programme.
- Death in Service benefit.
- Enhanced sick leave.
- Flexible working.
- Opportunities for training and professional development.

Recruitment Information

This draft job description will be finalised following consultation and confirmation of the employment arrangement, days and remuneration.

To apply:

1. Please provide a CV including up-to-date employment history and relevant experience.
2. Provide a Cover Letter that;
    a. Expresses why you're interested in working at Sufra.
    b. Explains your experience of managing community outdoor spaces within limited resources.
    c. Gives examples of staff leadership, practical problem-solving and community engagement.

Applications should be sent to admin@sufra-nwlondon.org.uk by **10am on Friday 4th December**. *We encourage early applications as interviews will be held on a rolling basis. Screening calls may take place before interviews. Should you need any adjustments to the recruitment process at the application stage please contact us by emailing admin@sufra-nwlondon.org.uk.*

The recruitment process will assess the following areas:

- Ability to prioritise safety, site maintenance and funded delivery within two working days.
- Experience supervising staff, coordinating contractors and supporting volunteers.
- Examples of resilience when dealing with funding pressures, competing deadlines or unexpected problems.
- Examples of using initiative to identify issues, recommend solutions and take appropriate action.

About Sufra NW London

Sufra is a charity in North West London that prevents hunger, fights poverty and builds community. With the help of our volunteers and partners, we coordinate a network of food banks, kitchens, a community shop and café. These act as a gateway for guests to access more holistic support – including welfare advice, asylum support and our award-winning community garden. We aim to work with our guests to find solutions to their challenges together, whilst campaigning against the causes of hunger and poverty.

Job Description

To provide practical management of St Raphael's Edible Garden for two days per week, prioritising safe operations, staff oversight, funded commitments, growing and maintenance.

General Responsibilities

- Agree a realistic interim garden action plan and budget for FY2728 with the Community Programmes Manager, setting clear priorities, deadlines and ownership of actions.
- Oversee contractors delivering essential garden maintenance, raised bed works and agreed capital improvements, monitoring progress, repairs and outstanding actions to ensure work is completed effectively and on time.
- Complete and review routine and dynamic risk assessments; monitor site checks, lone working and safe use of equipment.
- Monitor approved garden budgets, purchases, invoices and contractor expenditure, flagging cost pressures and unfunded commitments promptly.

Line Management

- Provide line management, check-ins and practical support for Learning Officer and support delivery of Forest School, Nature Club, holiday provision, and New Roots session, while coordinating agreed work with the garden grower and other garden consultants.
- Support realistic individual workplans and clear division of duties between Learning Officer and Grower; Consultant Grower; volunteers and external facilitators to ensure delivery against action plans are delivered on time.

- Oversee delivery against garden funding commitments, working with the Learning Officer and Community Programmes Manager to monitor targets and evidence, identify gaps early and agree corrective actions.
- Support school and community partnerships where necessary to meet agreed commitments and community needs.

Volunteer Management and Steering Groups

- Support Garden Steering Group meetings and the development of the Youth Steering Group Panel, ensuring decisions and agreed actions are recorded and followed through.
- Coordinate corporate volunteering and maintenance support where this is realistic and directly contributes to garden priorities.
- Work with the Learning Officer and Grower and Consultant Grower to ensure a seasonal growing plan is in place for FY2728 and oversee the delivery of safe volunteer engagement, induction, and supervision.

Monitoring & Evaluation

- Ensure accurate monitoring of sessions, unique participants, volunteer involvement, produce, feedback and agreed programme outcomes.
- Provide concise updates on delivery, expenditure, site safety, staffing and risks; support timely organizational/funder reporting and input into funding applications.

Additional Duties

- Adapt to changing priorities, limited capacity and unexpected operational issues in a practical and considered way.
- Attend supervision and undertake other reasonable duties consistent with the temporary, two-day-per-week scope of the role.
- Ensure all activities are carried out in accordance with organisational policies, procedures, safeguarding protocols, and health and safety requirements, monitoring compliance and addressing any issues or concerns as they arise.

Person Specification

Competency	Specification	Essential	Desirable
Education	Relevant horticultural qualification or equivalent practical expertise		✓
	Good standard of written English, numeracy and record keeping	✓	
Experience	Managing a community garden or comparable community outdoor project	✓	
	Coordinating workshops and external facilitators		✓
	Engaging residents, volunteers and community partners	✓	
	Line managing staff and coordinating volunteers or contractors	✓	
	Monitoring funded activity, expenditure and outcomes	✓	
Knowledge	Working knowledge of safeguarding, health and safety and risk assessments	✓	
	Understanding of community participation and steering groups		✓
Skills & Abilities	Clear written and verbal communication	✓	
	Ability to work respectfully with people of varied ages and backgrounds	✓	
	Competent use of shared spreadsheets and digital records		✓
	Ability to prioritise work and manage competing demands within two days per week	✓	
	Ability to work with children, young people and adults at risk	✓	
Attitude	Accountable, trustworthy and able to exercise sound judgement	✓	
	Resilience and initiative: identifies problems, proposes workable solutions and follows through independently	✓	
	Commitment to the values of Sufra NW London and inclusive community working	✓	

The fixed-term appointment and any probationary arrangements will be confirmed in the contract.

Your Data

Sufra will use the information you submit to us to consider your application for a job. You have rights to your data, its accuracy and control over our use. For full information about how we will ensure that all applicant data is appropriately and securely stored, handled and disposed of, see our privacy policy here. By submitting an application, you are acknowledging you have read and understood our Privacy Policy, although you can withdraw your application at any time.

Eligibility to Work in the UK

Please note that Sufra is unable to obtain a work permit on your behalf and is not able to sponsor visas.

DBS Checks

Please note that if you do not consent to the use of an external validation service for a DBS check, then we may be unable to take your application further. Confirmation of employment will only be given on receipt of satisfactory evidence and checks being issued and references have been received.

References

Once an offer of employment has been made, you will be asked to provide the names and contact details of two referees. If possible, the first referee should be your present employer and the second referee a previous employer.