



## **VOLUNTEER AND COMMUNITY COORDINATOR - PART TIME**

**Location:** Remote Working, with site management at AB11 9QT

**Salary:** £13.70 per hour

**Hours:** This role is 15 hours per week (ideally Mon, Wed, and Sat) with flexible working considered

**Contract:** Fixed-term, 12 months (1 year) with potential extension

**Reports To:** Executive Chair, Board of Trustees

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Are you an experienced gardener waiting to use your love of nature to make a difference? We are offering an exciting opportunity to join a thriving small charity supporting communities to build mental resilience and improve their mental health through community growing. We are looking for a highly motivated, compassionate individual to support and grow our volunteering base, help support and lead our gardening sessions, and respond to enquires relating to our charitable activities.

### **About Cultivate Aberdeen**

Cultivate Aberdeen is a volunteer-led charity with a vision to create kind, confident, and connected communities through the power of food growing. We provide food growing and sustainable practice education and facilities to local communities across Aberdeen largely through the development of community gardens.

### **About the Role**

Engaging with the local community, supporting individuals, and managing our volunteer database to expand our project and services in support of creating a *greener* Aberdeen. You will oversee all aspects of community gardening activity, manage and support volunteers, and would be responsible for helping to maintain and develop the garden with an active volunteer group; growing plants to raise funds and producing vegetables and fruit free for local communities. The role includes pastoral duties, health and safety, managing risk, and safeguarding.

Working closely with the Board of Trustees to recruit and manage volunteers across Aberdeen in support of our community garden sites and wider community activities this post's key responsibilities are to:

- Respond to all local volunteer enquiries, ensuring up to date and accurate information is given
- Conduct Introduction Training days for volunteers and follow-up refreshers in addition to supporting volunteers by arranging quarterly catch-ups, and responding to any requests for help from volunteers
- Support volunteers by representing the charity at events and help identify other opportunities to publicise the organisation and its campaigns

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1 Marischal Square, Broad Street, Aberdeen, AB10 1BL | Telephone: 01224 034591

[www.cultivateaberdeen.co.uk](http://www.cultivateaberdeen.co.uk) | @CultivateABDN

Cultivate Aberdeen is a Registered Scottish Charity: SCIO SC048720

- Identify opportunities to further engage and support the service and its people in line with our charitable objectives
- Undertake all administrative work generated by the post, such as progress reports, scheduling and filing
- To attend external meetings and events that could promote the activities of Cultivate Aberdeen

## Requirements

Our ideal candidate will have good knowledge and experience of gardening and confident in leading a group. Enthusiastic, good people skills, and passionate about gardening and the benefits thereof. Diversity training, experience working with people with acute mental health needs, learning difficulties, etc. is desirable but not essential. Health and Safety training would also be desirable, but full training would be given.

Our ideal candidate will have previous experience in one or more of these areas: mental health; working with vulnerable people; management of volunteers and/or service users; working within the third sector and/or fundraising

We seek a compassionate, highly motivated, well organised multi-tasker who can:

- Lead, develop and support a team of volunteers
- Be an efficient self-starter
- Deliver positive outcomes for our beneficiaries and community partners

## Benefits

- Pension
- Annual leave and bank holiday entitlement

## Person Specification

Person Specification	Essential	Desirable
A calm, patient and supportive nature	✓	
A good team player with leadership abilities	✓	
A sound working knowledge of plants including soft fruit, top fruit, and vegetable production	✓	
Able to identify own training needs and participate in training when required	✓	
Able to work within the policies and procedures of the organisation	✓	
An understanding of common mental health conditions		✓
Be able to work effectively and efficiently under pressure	✓	
Be well organised and able to prioritise well, plan effectively and set schedules of work	✓	
Excellent interpersonal skills	✓	
Experience and or qualifications in social and therapeutic horticulture		✓
Experience of fundraising		✓
Experience of Health and Safety and risk management within an organisation		✓

Experience of managing volunteers		✓
Experience of organic growing systems and methods		✓
Experience of propagation and nursery work		✓
Experience of working with vulnerable people or within the third sector		✓
Flexible and able to work with people of different abilities and skills base	✓	
Horticultural qualifications at RHS level 3 or equivalent		✓
Management or supervisory responsibilities in a previous role		✓
Related skills (eg. willow weaving, wreath making, floristry, woodwork, nutrition, forestry, etc.)		✓
Strong professional boundaries	✓	
Understanding of safeguarding	✓	
Willing to work outside normal hours when required	✓	

**To Apply:** For an application form email: [recruitment@cultivateaberdeen.co.uk](mailto:recruitment@cultivateaberdeen.co.uk) or phone: 01224 034591

**Closing Date:** 17:00hrs, 06/06/2022

**Interview Date:** TBC