

Job Description

Green Hub Facilitator & Community Gardener

Reports to: Head of Parks and Community

Responsible for: Green Hub Sites

Job Purpose

To lead on supporting local communities to take on the ongoing management of existing community green spaces and create new or improved spaces through the recruitment, training and empowerment of Green Hub participants. Working with the Parks and Volunteering Team supporting the day-to-day maintenance of BOST's parks, managing volunteers during group sessions and implementation of small-scale projects for repair, maintenance, and improvement and delivering corporate workdays with a range of tasks that suits the needs and number of participants in the group.

Tasks and Responsibilities

1. In common with all BOST staff

- To support the philosophy, aims and objectives of Bankside Open Spaces Trust and to champion its work in creating a high quality open-space network and a vibrant healthy community by managing local parks and facilitating community involvement.
- To develop an enabling ethos in the management of work streams and the personal development and support of individual team members.
- To promote and champion equity, diversity and inclusion for all staff, volunteers and stakeholders.

2. Particular to the Green Hub Facilitator role

- To advertise for, recruit and provide ongoing support to local Green Hub participants.
- To keep participant information up to date and gain relevant permissions for involvement and social media.
- To arrange and deliver training and workshops for Green Hub participants.
- To liaise with local organisations, particularly local social housing providers as well as the Council and local Business Improvement Districts to secure support for the project and involvement from local landowners, TRAs and TMOs.
- To support Green Hub participants to engage with residents in the design, implementation and ongoing management of sites.

- To act as an impartial mediator/problem solver where issues arise and be able to refer on to relevant support groups, local councillors etc.
- To draft and agree arrangements with local organisations for working with BOST.
- To secure arrangements for the design of new sites, liaising with participants, the local community and other BOST staff as required.
- To facilitate meetings with local community organisations to take forward the project and achieve agreed outcomes and outputs.
- To develop and maintain a robust system to monitor outputs and outcomes for the project and prepare reports for funders on project progress.
- To facilitate launch events for new sites.
- To assist in making applications for additional funding to support the project.
- To write regular e-newsletters and other publicity and promotional material to promote involvement in the project and inform key stakeholders about progress.
- To liaise with the Volunteer Co-ordinator and report back on session data.
- To liaise with the Communications Manager providing high quality photos and text for social media.
- To manage allocated budgets and ensure that robust arrangements and suitable training are in place for budgets delegated to Green Hub participants.
- To undertake risk assessments and monitor/update risk assessments for all Green Hub activities.
- To be aware of, actively promote and carry out all duties in accordance with BOST's policies, including Equity, Diversity and Inclusion, Safeguarding and Health and Safety.

3. In common with Parks & Volunteering Community Gardeners

- Leading corporate workdays in the parks, open spaces and community sites we look after giving the groups an interesting and fulfilling experience.
- Leading gardening sessions with our regular volunteer groups as required.
- Ensure all activities delivered are accessible to all participants, including adopting creative solutions to common barriers, such as, English as a second language, accessibility, additional needs or neurodiversity, and economic barriers.
- Supporting the organisation and delivery of community events.
- Promoting an understanding of organic and sustainable community gardening amongst volunteers, within the local community and amongst Trust staff.
- To represent BOST at a variety of community and local authority meetings and events as required.
- Such other duties of a similar nature which may be required from time to time by the Line Manager.

Green Hub Facilitator & Community Gardener

Person Specification

Essential

1. Two years' experience of gardening, including a good plants knowledge, basic design skills, an understanding of practical projects, and commitment to organic and wildlife-friendly methods at RHS Level two qualification or equivalent.
2. Excellent verbal and written communication skills with the ability to transmit key messages quickly and clearly and to relate positively to users, staff, stakeholders and partners.
3. Insight into what motivates people to act as Green Hub participants with previous experience that demonstrates the ability to facilitate volunteers and community groups.
4. Knowledge and experience of gardening and passionate about the value of green space for communities.
5. Leadership skills with the ability to win others around to your way of thinking in a non-coercive manner.
6. Ability to work on own initiative.
7. A confident cyclist able to use a cargo bike to travel between project sites.
8. Ability to carry out duties in outdoor environments across a variety of weather conditions, which may require sustained physical activity.
9. Ability to manage and motivate groups in an outdoor environment.
10. Ability to inspire, enthuse and encourage individuals to garden.
11. Good working knowledge of Health and Safety including undertaking risk assessments, safeguarding, including working with vulnerable adults as well as children and knowledge of safe tools use and storage.
12. Good time management skills.
13. Flexibility to work alternate weekends as needed and attend some evening meetings.
14. Flexibility and ability to take the initiative within agreed parameters.
15. Ability to work as part of a small lively team.
16. Computer literacy, including word processing, email and databases.
17. Ability to produce marketing materials including posters and newsletters.
18. Experience and understanding of monitoring, minute taking and administration.
19. Knowledge and understanding of relevant equity, diversity and inclusion issues, particularly barriers to participation, with a commitment to inclusion and involving all members of the community.

The post will be subject to a satisfactory DBS check.



This role is generously funded by the National Lottery Community Fund and the City Bridge Foundation