

## **Amisfield Walled Garden, Haddington, East Lothian Volunteer Coordinator**

### **Job Description**

We are looking for a practical, motivated person to manage and supervise our volunteer gardening team, to promote the project in the local community, to provide training and to work with the Trust's board of directors to plan and develop the project.

This post is offered initially for one year, but we anticipate that it will be extended after this date, dependent on grant funding being secured.

**Salary:** £25,000

**Hours:** Average 35 hours per week. Core hours are 10am to 4pm

**Holiday entitlement:** 30 days per year (including bank holidays)

**Responsible to:** Amisfield Preservation Trust Board of Directors

**Responsible for:** Volunteers, students, & health referrals

### **Job Purpose:**

The volunteer coordinator is responsible for the day to day management and supervision of the volunteer gardening team. They will work closely with the board of the Trust to agree a programme of work compatible with the aims of the Trust, including restoring and developing the historic Amisfield Walled Garden for the education, health and wellbeing of the local community and as a visitor attraction for the wider public.

### **Main Duties and Responsibilities**

- To guide, supervise and train the garden volunteer team at Amisfield Walled Garden, including students, trainees and those seeking re-entry to the work place or social/therapeutic benefits
- To recruit and support new volunteers, including appropriate induction, training and health and safety matters
- To devise, monitor and manage volunteer training
- To collect and collate monitoring information and statistical data required by funders
- To promote the Project in the wider local community and to encourage greater access and participation.
- To assist the board of the Trust in developing and distributing information resources and promotional material, including social media
- To contribute to the formation and delivery of Amisfield Walled Garden's events programme, including open days and workshops
- To report regularly to the management team to ensure that targets are met
- To manage and supervise junior members of staff
- To work in all parts and all aspects of the garden's horticultural work as required and to ensure that facilities are kept tidy and clean

## Other

Applicants may be asked to carry out additional tasks as may arise and which may be reasonably accommodated within the post's salary level. You will be required to act in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of any person who may be affected by your acts or omissions at work.

Flexibility in working hours is required to fit with the demands of the horticultural season. The post involves some occasional evening and weekend work, for which time off in lieu is offered which must be pre-agreed with the board. The post is subject to a check through the Disclosure Scotland scheme.

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## PERSON SPECIFICATION

Experience- the following whilst not essential, would be highly desirable.

- Appropriate professional and educational qualifications e.g. RHS Level 2 or RBGE Certificate in practical horticulture as a minimum
- Proven track record of managing volunteers in a garden/ park setting open to the public
- Experience of working with vulnerable people

## Skills and Ability

### Essential

- Ability to work with, motivate and encourage people of all ages, backgrounds and abilities
- Good presentation and communication skills, verbal and written
- Proficiency in IT
- Team player as well as self-motivated
- Creative, inspiring and caring person
- Committed, responsible and highly organised
- Good horticultural skills and knowledge
- Ability to work flexibly, including occasional evenings and weekends

### Desirable

- Experience in fruit and vegetable production
- Experience of setting out and maintaining an ornamental garden
- Interest in historic properties and the ecological environment
- First Aid training