

Job Description

Job title:	New Roots Programme Co-ordinator
Responsible to:	St Ann's Allotments Manager
Department:	Hungerhill Developments Ltd
Location:	St Ann's Allotments
Job parameters:	27.5 hours over 5 days (may include evenings & weekends)

Main purpose of job:

To act as a champion for St Ann's Allotments rich heritage, natural heritage and diverse allotment community.

You will be a proactive and key member of the St Ann's Allotments team working to facilitate participation and engagement in all aspects of greenspace provision on this unique site.

About the New Roots Programme

In July 2021, the Renewal Trust were awarded DEFRA funding through its Green Recovery Challenge Fund (GRCF) to deliver an 18-month nature recovery programme at St Ann's Allotments. New Roots will work closely with a diverse range of community stakeholders, private and public organisations to achieve its aims of creating new spaces for people and wildlife. The New Roots Programme Co-ordinator will lead on the successful delivery of this funded programme, as well as work closely with the senior leadership team to ensure future sustainability of its greenspace masterplan activities beyond March 2023.

Principal accountabilities:

- Oversee the development of volunteer and work placement programmes including accredited and non-accredited training and skills development.
- Ensure all New Roots activities are safe, environmentally sustainable, inclusive, delivered on time and within budget.
- Support the Allotments Manager to accomplish key strategic aims and objectives identified within 10 Year Masterplan and Business Plan (2020-2030).
- Work closely and collaboratively with key stakeholders; site partners, allotment gardeners and service providers both locally and further afield to improve visitor experience, promotion of site-wide projects and community engagement.
- Working with the Renewal Trust Fundraiser to identify and secure funding, donations and voluntary support for priority greenspace improvements identified through the 10-year Master Plan.
- Contribute to the management and improvement plans to ensure developments meet the needs of St Ann's Allotments and are appropriate for the character and heritage of the site.
- Manage income and expenditure within the agreed budget, in conjunction with the Allotments Manager and Finance Director.

- Oversee all programme monitoring and evaluation and prepare monthly and quarterly reports to HDL Board and other funders as required.
- Any other duties deemed appropriate by management.

Other responsibilities:

Act as an ambassador for The Renewal Trust at all times, actively promoting its values, aims and services within the local community, especially with regards to equal opportunities and safeguarding adults, young people and children.

Adhere to all company policies, as relevant to the role, and attend meetings and training as directed by your line manager in order to keep your knowledge and skills current to your role

An appropriate duty of care will be actively demonstrated by the job holder with regards to the security of cash, keys and company assets (property and equipment).

It is agreed that the above is a brief and concise description of the above job role.

Job holder	
Name:	
Signature:	
Date:	

Line Manager	
Name:	
Signature:	
Date:	