

Job Description

Job title:	Garden Lead Worker
Responsible to:	Community Lead
Department:	Community
Location:	Cherry Lodge
Job parameters:	6 hours per week (working pattern to be agreed)

Main purpose of job:

To lead and coordinate the delivery of the Cherry Lodge Gardens project, supporting The Renewal Trust's community programme by providing inclusive gardening sessions that promote wellbeing, connection and participation. The role will support individuals to engage with the gardens in ways that suit their needs, while developing and maintaining the garden space as a welcoming and accessible community resource.

Principal accountabilities:

- Lead on the delivery and development of the Cherry Lodge Gardens project, including planning and delivering weekly gardening sessions that are inclusive, engaging and accessible.
- Support participants to engage in gardening and site improvement activities at a level appropriate to their needs, including receiving referrals, assessing suitability and risk, and maintaining regular contact to encourage participation and overcome barriers.
- Ensure the safe delivery of all activities by carrying out risk assessments, maintaining high standards of health and safety, and opening and closing the garden space as require.
- Organise the purchasing and delivery of gardening supplies and equipment, and manage project-related purchases including completing monthly expenses.
- Develop and maintain the garden site, including improving planting beds, compost areas and the overall environment.
- Promote the gardens project within the local community, build and maintain relationships with partner organisations and referral agencies, and support the growth and visibility of the programme.
- Support and develop the involvement of volunteers within sessions, ensuring they are engaged and able to contribute effectively.
- Maintain accurate records of activities, participant engagement, feedback and outcomes for monitoring and evaluation purposes.
- Manage project-related purchases and complete monthly expense records.
- To advocate and be an ambassador for The Renewal Trust and the communities of St Anns and Sneinton at all times
- Any other duties required or deemed appropriate by the CEO.

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:	