



Span Community House Inc.
64 Clyde Street, Thornbury Vic 3071
(03) 9480 1364
info@spanhouse.org
www.spanhouse.org
ABN: 52 526 420 312
Reg. No: A0051048Y

Position Description

POSITION TITLE:	Garden Coordinator
CLASSIFICATION:	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016. Schedule 3B, Neighbourhood House Employees, Class 1 SCHCADS (SACS) Level 2.
SALARY:	\$25.16 per hour
HOURS OF WORK:	Part time, 12 hours per fortnight until 30 June 2018. Employment continuing past this date is anticipated (subject to continued funding). Flexibility around contact hours, but must include two hours each Wednesday with Span's existing weekly garden group 10am-12pm.
CONDITIONS:	This position is subject to continued funding of programs.
LOCATION:	Span Community House, 64 Clyde Street, Thornbury Vic 3071.
REPORTS TO:	Manager and Programs Coordinator, Span Community House.

POSITION PURPOSE

- We are seeking an energetic and experienced Community Garden Coordinator with proven ability to work with (lead/supervise/support) people within a community garden setting.
- To develop Span's Community Garden, a setting where gardening, community engagement and volunteering integrate.
- Lead and support garden volunteers; engage local community members in gardening activities; create opportunities for the community to learn, experience and enjoy healthy/seasonal food production and enjoy the natural space; facilitate skill development.
- Working closely with Programs Coordinator and other Span staff.

ORGANISATION OVERVIEW

Span Community House is an independently run, not for profit, non-government, incorporated association, providing quality, low-cost, educational, social, sustainable, recreational and community development programs and activities in response to community need.

MISSION

Span Community House seeks to contribute to the development of a sustainable and connected community through educational, support and recreational activities. Our staff and volunteers are committed to equal opportunity, diversity and community development.

KEY RESPONSIBILITIES

- Supporting Span with garden development, planning and creating garden initiatives for community engagement.
- Working collaboratively with and guiding volunteers on a schedule for planting and maintenance.
- Garden initiatives: bring ideas for the short term and longer term development of the garden and programs associated with the community garden.
- Provide a long term ongoing timetable for maintenance and planting.
- Working with the existing group of Community Garden volunteers. This group attends to Span's food garden, composting, planting and crop rotation on a seasonal basis and general maintenance.
- Allocating tasks to new participants and volunteers joining the garden program relevant to their skill level and experience.
- Supporting Span to develop opportunities to run short term garden workshops for the community.
- Providing staff with requests for materials and costing for budgeting purposes.
- Collaborating with the Program Coordinator to develop and broaden the opportunities for groups and individuals to access the Span Community Garden (often people with limited garden ability).
- Maintaining a positive social and supportive atmosphere at Span, with participants, community members, staff and volunteers.
- Attend monthly update catch up meetings.
- Report any accidents, injuries, property damage or identification of hazards.

SELECTION CRITERIA

Essential

- Strong gardening and horticultural skills and experience.
- Demonstrated experience leading and coordinating a team in a community setting.
- Ability to lead volunteers and model appropriate behaviour at all times.
- Ability to communicate and engage with diverse groups of people and individuals, tailoring communication to suit the target group.
- Demonstrate initiative and commitment to task completion.
- Demonstrate commitment to a community inclusive practice.
- Demonstrate commitment to environmentally sustainable practices.

Desirable

- Ability to physically and safely take on medium to heavy gardening tasks including; lifting and bending.
- Confidence working with others and supporting a team approach to the growth and development of a community garden.
- Flexibility and patience.
- Passion for community engagement and sharing ideas.
- Commitment to an all-inclusive and supportive Neighbourhood House environment.
- Respect and acceptance towards community members from diverse backgrounds.

- Proactive person who can work autonomously and in a small team environment.
- Innovative and creative minded.
- Good communication skills.

EMPLOYMENT CONDITIONS

- Police check.
- Working with children's check.

APPLICATION PROCESS

Closing Date: 27th April 2018

Please email your application to programs@spanhouse.org

Essential selection criteria must be addressed. Details of at least two referees to be provided upon request.

For further information contact the Programs Coordinator on 9480 1364.

Dated: February 2018