

## Position Description

<b>POSITION TITLE:</b>	Community Garden Coordinator
<b>CLASSIFICATION:</b>	Neighbourhood Houses and Adult Community Education Centres Collective Agreement. Schedule 3B, Neighbourhood House Employees, Class 1 SCHCADS (SACS) Level 2.
<b>SALARY:</b>	\$29.12 per hour, increments yearly.
<b>HOURS OF WORK:</b>	Part time, 8 hours per fortnight. Flexibility around contact hours, but must include two hours each Wednesday with Span's existing weekly garden group 10am-12pm.
<b>CONDITIONS:</b>	This position is subject to continued funding of the community garden program.
<b>LOCATION:</b>	Span Community House, 64 Clyde Street, Thornbury Vic 3071.
<b>REPORTS TO:</b>	Manager, Span Community House.

### POSITION PURPOSE

- An energetic and experienced Community Garden Coordinator with proven ability to work with (lead/supervise/support) people within a community garden setting. Volunteers and participants are of all abilities, which may include neuro diverse, disability and mental health backgrounds.
- To continue to maintain and develop Span's Community Garden areas, 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 and volunteers to learn, experience and enjoy healthy/seasonal food production and enjoy the natural space; facilitate skill development.
- Working closely with Span staff and volunteers.

### 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.

## VISION

Empowering people to create an inclusive, healthy and sustainable community.

## MISSION

Span Community House will develop and support the local community through educational, social inclusion and recreational activities:

- Community development and connectedness,
- Sustainability,
- Empowerment of marginalised groups and those experiencing economic disadvantage,
- Health and wellbeing,
- Social justice,
- Education and knowledge.

## VALUES

Span provides programs and services underpinned by the following values:

**Inclusiveness** - We welcome and embrace diversity of culture, sexuality, religious beliefs and all abilities.

**Quality** - We are committed to operating our organisation with a high degree of competency and professionalism.

**Empowerment** - We are committed to supporting and upskilling our community so they can improve their own circumstances and contribute to the creation of an inclusive, healthy and sustainable community.

**Responsiveness** – We are proactive in identifying the needs of our community and providing timely programs and services to respond to their needs.

**Equity** – We will treat everybody fairly and ensure access, opportunity and empowerment for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.

**Integrity** - We operate our organisation and treat people with respect, honesty and fairness. Our decision making, and our processes will be transparent.

**Sustainability** – We adopt and model practices that contribute to the sustainability of our planet as well as providing education and projects that empower our community in these practices. We are also committed to the financial sustainability of our organisation by ensuring we comply with our funding bodies criteria and by proactively seeking and managing a variety of income streams.

## KEY RESPONSIBILITIES

- Supporting Span with garden development, planning and creating garden initiatives for community engagement.
- Working side by side collaboratively with and guiding volunteers and participants on a schedule, both short term and long term, for planting and maintenance.
- Allocating tasks to new participants and volunteers joining the garden program relevant to their skill level and experience.
- Garden initiatives: bring ideas for the short term and longer term development of the garden and programs associated with the community garden using environmentally sustainable practices.
- Ability to undertake garden maintenance. Ability to physically and safely take on medium to heavy gardening tasks including; lifting, bending and moving materials.

- Management and commitment to and working with compost in the compost program. Management of the 'Swap and Go' community compost program. Measuring, tracking and processing compost deliveries by community members, which at present is approximately 50 kg plus per week.
- Equipment care, safety and storage.
- With the support of Span, develop opportunities to run short term garden workshops for the wider community, both face to face and online.
- Providing the Manager with requests for materials and costing for budgeting purposes.
- Collaborating with staff to develop and broaden the opportunities for groups and individuals to access the Span Community Garden (often people with limited garden ability and all abilities).
- Maintaining a positive social and supportive atmosphere at Span, with participants, community members, staff and volunteers.
- Provide information to staff regarding potential donors or funders.
- Attend bi-weekly / weekly update meetings with the Manager and attend staff meetings.
- Working autonomously but within a small team environment.
- Report any accidents, injuries, property damage or identification of hazards.

## **SELECTION CRITERIA**

### **Essential**

- Strong gardening and horticultural skills and experience ideally in a community garden setting.
- Demonstrated experience leading and coordinating volunteers and participants with varying abilities and skills, in a community setting with confidence.
- Ability to communicate and engage with diverse groups of people and individuals, tailoring communication and duties to suit the individuals and the group, in a respectful and accepting manner.
- Demonstrate commitment to a community inclusive practice.
- Demonstrate initiative and commitment to task completion whilst being innovative and creative.
- Demonstrate commitment to instigating and maintaining environmentally sustainable practices.
- Proactive person who can work autonomously and in a small team environment.

### **Desirable**

- Access to a vehicle and a drivers licence.
- Ability, skill and commitment to driving a passenger van for group outings.

## **EMPLOYMENT CONDITIONS**

- Police check.
- Working with children's check.
- Includes pro rata annual leave, personal leave and superannuation.

## **APPLICATION PROCESS**

Closing Date: 15<sup>th</sup> January 2023.

Please email your application to [manager@spanhouse.org](mailto:manager@spanhouse.org)

Essential selection criteria must be addressed for the application to be accepted.

Details of at least two referees to be provided upon request.

For further information, contact the Manager on 9480 1364.

Dated: December 2022.