

Job Description

Job Title	Project Coordinator
Salary	£27,300 per annum, £17,940 pro rata (23 hours)
Date Reviewed	November 2020

1. Main Objectives of Post

- 1.1 To coordinate the activities of Grow 73. Specifically, to lead on the development of our community garden, deliver a programme of community gardening activities and build the organisational capacity of Grow 73 to better serve the Rutherglen and Cambuslang communities.

2. Accountability

- 2.1 To the Chair of Grow 73 and ultimately to the directors of Grow 73.

3. Principle Duties

- 3.1 To organise and deliver community gardening and growing sessions
- 3.2 To project manage the development of Grow 73's community garden at Overtoun Park
- 3.3 To coordinate the day to day administration, budget management and delivery of Grow 73's growing sessions, community development activities and other activities.
- 3.4 To develop and deliver horticultural training sessions for individuals and groups of local residents.
- 3.5 To recruit, support and develop the skills of volunteers
- 3.6 To build the capacity of Grow 73 through fundraising, organisational development, policy development and quality improvement.
- 3.7 To work with the office bearers and trustees of Grow 73 to support the wider development and awareness raising of Grow 73 and its activities

- 3.8 To build and maintain good working relationships with local schools, agencies and third sector partners to maximise opportunities for local residents.
- 3.9 To support the reporting process through monitoring and evaluation activities and the preparation of reports for Grow 73's trustees and project funders
- 3.10 To adhere to the organisation's policies, procedures and processes.

4. Other Duties

- 4.1 Attending meetings as required, particularly Grow 73 board meetings and others happening occasionally out-with normal working hours.
- 4.2 To undertake any other duties appropriate to the post and the needs of the organisation or as directed by the office bearers and trustees of Grow73

Person Specification

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1.	Education/Qualifications	Essential	Desirable
1.1	A diploma or above in horticultural or a related discipline		*

2.	Skills, Knowledge and Experience	Essential	Desirable
2.1	Demonstrable experience of organising, administering and delivering gardening activities at neighbourhood level	*	
2.2	Demonstrable project management experience, particularly in relation to environmental improvement projects	*	
2.3	Demonstrable experience of developing and delivering community development activities	*	
2.4	Demonstrable experience of recruiting, supporting and developing the skills of staff and/or local volunteers	*	
2.5	Ability to build partnerships with development agencies, local government officers and other support bodies.	*	
2.6	Demonstrable experience of organisational capacity building – particularly fundraising, policy development and quality improvement.	*	
2.7	An empathy with the wider objectives and values of Grow 73 and ability to contribute to the organisation's growth and development	*	
2.8	A working knowledge of local organisations delivering community gardening and community development activity	*	
2.9	Appreciation of the Health & Safety responsibilities in relation to gardening and community development activities including Covid safety, safe working, working with groups and organising events	*	
2.10	Good verbal and written communication skills including report writing.	*	
2.11	Excellent IT skills, including social media management	*	