



Be part of developing a new workers' coop!

**Gardens for All enterprise development & admin role:
Support and develop a new garden maintenance enterprise**

Part time: Minimum time commitment of 1 day per week – with possibility of additional (paid) hours of practical garden maintenance work

Stipend: £300 per month

Based at: Hornbeam Environmental Centre

Responsible to: Gardens for All collective and Organiclea workers' cooperative

Contract: 10 month contract, starting February 2016

How to Apply

Please write a brief outline explaining why you are interested in this opportunity and how your experience and skills relate to it – linking to the points in the person specifications. Please also provide the name and contact details of two referees and your own contact details.

For more info / send applications to Anaelle Bouabdelli: anaelle@organiclea.org.uk or 020 8524 4994

Deadline for applications: Thursday 4th February, 5pm

Interviews: Thursday 11th February at the Hornbeam Centre, E17

About the project:

Gardens for All emerged from a 2014 Organiclea project to provide training and work opportunities to volunteers wanting to develop a career in garden maintenance.

It is now a collective of self-employed gardeners who are developing a cooperative social enterprise model, offering training and employment opportunities through delivering environmentally sustainable and community-focused garden and grounds maintenance services to private householders, businesses and social sector partners - including low-cost services to vulnerable residents.

It aims to enable local gardeners to create sustainable livelihoods, be in control of their work and improve their local area; and to offer work experience and qualifications for those new to the sector.

Gardens for All want to set up as a separate legal entity within the next year, and we at Organiclea are committed to supporting them through this next phase of their development. This role is for 10 months initially, at which point it is expected that the contract can transfer to newly registered workers' cooperative Gardens for All, with scope for extended hours.

About the role:

This role will work closely and cooperatively with the (currently self-employed) gardeners who constitute the Gardens for All collective – carrying out essential organisational and administrative tasks; and supporting the development of this project into an independent social enterprise and workers' co-op.

You will also be supported by Organiclea colleagues throughout this contract.

This post holder will be a member of the Gardens for All collective, and eventually of the Gardens for All workers' cooperative. Practical horticultural skills or a commitment to developing those skills are highly desirable.

Role Description

A) To work with partners to coordinate the delivery of subsidised garden maintenance services to older and/or disabled residents of Waltham Forest, Redbridge and Enfield

- * To promote the project to potential customers, including developing referral routes through local authority services and housing association partners
- * To be the main point of contact for enquiries and organise allocation of the work among the team of gardeners
- * To collect and collate feedback and monitoring data from clients and from gardeners, and report on the outcomes of the subsidised gardening programme to its funders.

B) To develop and coordinate training and volunteering opportunities

Work with the Gardens for All collective and Organiclea's volunteer coordinator to:

- * Develop training and volunteering opportunities in garden maintenance
- * Promote the project to potential volunteers and referral partners
- * Administer the AQA Unit Accreditation Scheme for volunteers taking part, and signpost volunteers to further training opportunities
- * Ensure all Gardens for All workers undergo DBS checks and are trained and supported to deliver AQA units for volunteers
- * Collect relevant data to monitor and evaluate the quality of volunteering outcomes

C) To support the development of this new gardening workers' cooperative

Work with the Gardens for All collective and Organiclea's training and finance & fundraising teams to:

- * Develop and maintain operational systems that enable simple administration of client lists, job lists and bookkeeping
- * Streamline working patterns for straightforward delivery of the work, ensure fair allocation of the work and maintain the collective calendar
- * Promote the garden enterprise widely, both to private clients and social organisations
- * Facilitate the collective in organising regular project meetings; attending, contributing and taking minutes at all meetings (usually held every other month, in the evening)
- * Support the collective to get training in and develop their cooperative and governance skills, as well as their gardening skills
- * Register this project as a separate, legal entity over the next 12 months
- * Facilitate the Gardens for All collective to develop further grant funding applications – with the support of Organiclea's fundraising team

Person Specifications

The following knowledge and experience is essential to this role:

- Strong organisational & administrative skills
- Supporting teams within the social enterprise, community or voluntary sectors
- Facilitation experience – from meetings to team schedules of work.
- Experience of supporting individuals in participating in personal development opportunities

Skills and abilities:

- Ability to work on own initiative and as part of a team
- Understanding of the key factors affecting the sustainability of small social enterprises
- Computer literacy and administrative skills
- Good time-management and an ability to prioritise
- Ability to convince partners, funders and local authorities, of the benefits to be gained from participating in and supporting this work
- Confidence in using simple budgeting, financial management and invoicing tools and procedures

Commitment:

- A clear vision and excitement about the opportunities around social enterprise development and collective working
- Commitment to cooperative principles and working in a cooperative structure
- Commitment to community empowerment especially in diverse urban communities
- Commitment to organic gardening practices
- Commitment to putting an interest in sustainable urban gardening into practice

The following experience and skills would also be desirable:

- Practical gardening / horticultural knowledge and experience.
- Knowledge of local community (Waltham Forest and surrounding Northeast London areas)
- Experience of working in a cooperative or non-hierarchical structure or environment