



JOB DESCRIPTION

Ref. ISLVC

Post	Islington Volunteer Co-ordinator Master Gardener Programme, Garden Organic
Location	Local office at Sustain, 94 White Lion Street, NI 9PF
Reports to	Project Manager, Master Gardener Programme, Garden Organic
Hours	21 hours a week (3 days a week)
Salary	£20,000-22,000 pro rata (£12,000-13,200/annum for 21 hours a week)
Contract	Until February 2013

Overview

The role of the Volunteer Co-ordinator is to manage and promote the local network of 'Master Gardeners' who encourage and support households and communities to grow their own food. The aim is to develop a model that can be rolled out across the UK.

The Co-ordinator will work primarily in the London Borough of Islington with links/expansion to other North London boroughs. They'll join with other exciting pilot networks of Master Gardeners in South London, Norfolk, Warwickshire, and Lincolnshire (<http://mastergardeners.org.uk>).

The Master Gardener Programme is managed by the UK's leading organic growing charity, Garden Organic (<http://www.gardenorganic.org.uk>). We started recruiting volunteers in April 2010 thanks to funding from the Big Lottery Fund's Local Food scheme, Sheepdrove Trust, and in North London with the London Borough of Islington's 'Edible Islington' grants.

Further information

Philip Turvil
Project Manager, Master Gardener Programme

Garden Organic, Coventry, CV8 3LG | Direct: 024 7621 7718
www.mastergardeners.org.uk | pturvil@gardenorganic.org.uk
www.gardenorganic.org.uk | www.twitter.com/gardenorganicuk

Specific duties

- Responsible for planning and delivering all programme activities in line with objectives and milestones defined for the project.
- Act as point of contact for volunteers and provide proactive and reactive support.
- Co-ordinate and help deliver volunteer training.
- Advise and assist with volunteer recruitment.
- Prepare programme updates with reports and regular meetings at a local and national level.
- Monitor and evaluate the progress and impact of volunteers on the people and groups taking part in the programme.
- Maintain regular contact with all programme partners, especially the London Borough of Islington and community growing groups/initiatives, as well as other North London boroughs and Garden Organic teams.
- Prepare and distribute promotional and educational material for the programme, such as press releases, newsletters, posters, and local website.
- Help prepare local budgets, expenses, and invoices.
- Maintain flexible approach to working hours.
- Undertake other Garden Organic tasks and responsibilities as required.

Person specification

Essential (E)
Desirable (D)

Strong commitment and enthusiasm for food growing	E
Experience of working with and managing community volunteers	E
Experience of co-ordinating and delivering public and professional training	E
Local knowledge of Islington and North London boroughs	E
Experience of working with local community growing groups/initiatives	D
Positive and enthusiastic approach	E
Self-motivator and team player	E
Excellent oral and written communication skills	E
Ability to perform under pressure and with changing priorities	E
Excellent attention to detail	E
Knowledge and commitment to Health & Safety and equal opportunities	E
Ability with Microsoft applications	E
Experience with website management and databases	D
Degree/postgraduate qualification in relevant subject	D
Understanding of local food growing systems and the organic sector	D
Full driving licence	D