



Job Description

Job title - Community Gardener

Purpose

Global Action Plan (GAP) Ltd. is part of the Global Action Plan International network dedicated to empowering people to live and work in an increasingly sustainable way. GAP has been delivering a wide range of programmes and projects in Ballymun since 2000. GAP is now recruiting for the position of Community Gardener.

GAP's Garden Programme aims to support local residents in Ballymun to enhance their own gardens as well as open communal spaces. GAP offers various activities under this programme including the Home Gardening Programme, Community Gardening Programme and Garden Events.

Role of Worker

- To deliver targets as part of the GAP Garden Programme
- Support the residents of Ballymun in their efforts to create a better environment for themselves and the community as a whole
- Promote and support the ethos of Global Action Plan

The contract will be for 24 weeks. The post will be 28 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected.

This is a Fixed term contract-salary dependent on experience and qualifications. The post will be subject to a 3 month probationary period.

Reporting to

- Chief Executive Officer, Global Action Plan, Ireland.

Responsibilities:

- Deliver specific targets as set out in the Garden Programme work plan.
- Actively promote, recruit and deliver the Home gardening programme.
- Assist the Garden Co-ordinator in further advancing the Home gardening programme course.
- Promote and encourage residents to develop gardening events in their areas.
- Assist in the promotion, recruitment and delivery of garden events in Ballymun.
- Order plants and garden project material within a budget as set by the Garden Co-ordinator.
- Assist in the delivery of the Community gardening programme including the establishment of community gardening spaces.
- Provide gardening advice to residents and organizations in the community.
- Assist in the care of gardening equipment and maintenance as well as keeping an up to date stock take of all garden equipment.
- Undertake a range of administrative and other tasks necessary to achieving the above. This will include:
 - Reporting to the Garden Co-ordinator at regular meetings on all matters relating to duties
 - Document the above projects and produce reports for same
 - Be responsible for the garden budget, including keeping accurate financial records
 - Assist in the publication of the quarterly newsletter and other materials aimed at encouraging participation (including social media)
 - Assist in the maintenance of a contact database of residents with an interest in gardening in Ballymun.

General Work

- Encourage GAP ideals within the office and beyond.
- Generally available to help all staff and attend all garden project and staff meetings.
- Developing GAP's image and raising awareness of GAP
- Networking and linking up with various other groups
- Assist other GAP Projects (non gardening) when necessary
- To carry out any other work as deemed suitable by the Chief Executive officer

Person Specifications

Community Gardener

Attributes	
Qualifications	
3rd level qualification in Horticulture	Essential
Experience	
At least 3 years proven work experience in the Horticulture field within a community setting or related field in a voluntary or paid capacity	Essential
Demonstrated strong training skills / experience	Essential
Knowledge, Skills & aptitude	
Strong knowledge of organic and wildlife gardening, food production, allotment development and knowledge of environmental issues/sustainable development	Essential
Strong project management skills	Essential
Excellent communication & interpersonal skills and a strong commitment to working as part of a team	Essential
Strong organizational and administrative ability including excellent computer skills and budget management skills	Essential
Demonstrated ability to manage a complex workload within tight deadlines	Essential
<p>An understanding of how community-based organisations work and previous experience of working for, or participating in a community-based organization</p> <p>Have an in depth knowledge of gardening with a focus on community development</p>	Essential
Ability to work with various stakeholders & organizational structures e.g. Tidy Towns, community and youth groups	Essential
An ability to supervise, co-ordinate and work with a wide range of people / volunteers	Essential

Attributes	
Experience of working with disadvantaged groups/individuals	Essential
Disposition	
Ability to interact and engage respectfully with a full range of age groups (children, teenagers & adults) & a commitment to community engagement	Essential
Be dependable and flexible	Essential
Be committed to working as part of the GAP team	Essential
Be highly motivated and committed to the GAP principles.	Essential
Pay meticulous attention to detail	Essential
Be a self starter	Essential
Have a commitment to equality of opportunity	Essential
Tact & diplomacy	Essential