

## GLAS @ TU Dublin Community Garden Manager

The individual in the role shall be responsible for the coordination and delivery of all activities set out under the GLAS @ TU Dublin Community Garden programme.

The individual is responsible for achieving operational targets within the community garden programme and any other related activities, as assigned. The individual is also responsible for ensuring all reporting requirements are adhered to.

### Reporting to:

The GLAS @ TU Dublin Community Garden Manager reports to the CEO of Global Action Plan, or to any person appointed by the CEO to have such authority.

### Core Duties:

#### 1) Managing the GLAS @ TU Dublin community garden

- Coordinate activities within the GLAS @ TU Dublin Community Garden in the campus of TU Dublin..
- Support the development and delivery of any other activity, programme or project where the community garden or its strategic contribution to the work of the organisation plays a pivotal and central role.
- Support the development of relevant community garden committees.
- Plan and coordinate Community Garden Events and workshops and any other activity related to the GLAS @ TU Dublin Community Garden programme.
- Direct any assigned staff and volunteers.
- Ensure Health and Safety requirements and standards are adhered to in the delivery of all programmes.
- Maintain any equipment relating to the programme and ensure all equipment is safe to use.
- Keep an up to date stock take of all garden equipment.

#### 2) Represent the GLAS TÚ community garden ethos

- Ensure the GLAS @ TU Dublin garden is a safe, friendly, healthy space open to visitors and volunteers of all backgrounds and abilities.
- Manage the community garden according to GAP's values and the principles of organic and regenerative horticulture.
- Ensure the GLAS @ TU Dublin garden has a good mix of plants and ecosystems and is accessible to volunteers of different abilities and skills levels.
- Liaise with, work with, and invite the involvement of other organisations and partners in the provision of horticultural and educational activities in the garden.

### 3) Administration and Reporting

- Work with other GAP staff to produce lesson plans, marketing materials or any other material that supports the promotion and delivery of the community garden and related activities.
- Manage the budget for the programme and maintain appropriate financial records in line with company policies.
- Produce reports of delivered work in line with funding requirements, to be reviewed by management.
- Maintain an up-to-date database of all GLAS @ TU Dublin volunteers, stakeholders and partners;
- Support development of programme work plans for funders.

### 4) Monitoring and Evaluation

- Collect relevant outcome and output data and prepare monitoring reports.
- Evaluate and monitor the programmes and activities according to criteria agreed with GAP management.

### 5) Communications and Outreach

- Assist GAP staff in promoting all aspects of the programme through the various communications channels, for instance through ensuring the supply of photographs, photography permission slips and relevant programme information.
- Participate in outreach activities to ensure all relevant community groups, schools and authorities in the catchment area of the GLAS @ TU Dublin garden are aware of the garden programme and feel invited to participate in ways that suit them and their programme participants.
- Attend all meetings of the relevant stakeholder forums that guide the activities and priorities of the GLAS @ TU Dublin garden.

### **Essential Requirements:**

- BSc Horticulture (QQI L7) or equivalent.
- Experience working with community gardens, horticulture, community engagement, education and outreach across all abilities and age spans.
- Proven record in working with adults and young people from a variety of racial, cultural and economic backgrounds.
- Strong familiarity with Global Action Plan's values and organisational goals.
- Ability to work comfortably outdoors in a variety of weather conditions.
- Proficient use of smartphones, office software, email, and other technology.
- Ability to interact in a professional, courteous, and confidential manner with others and to function as an ambassador for Global Action Plan in a wide variety of venues and circumstances.
- Ability to communicate effectively both verbally and in writing; and to listen and solve problems collaboratively and proactively.

The candidate must be available to work weekdays. The position involves a number of weeks' familiarisation and training in the GLAS garden in Ballymun.

## **Conditions**

This post is for a defined period of time of 44 weeks in 2023, with a possibility of extension for 2024.

The post is for 17.5 hours per week, and the salary is €18,000 - 20,000 per annum.

The Employee may be required to work evenings or weekends on occasion when required by the needs of the organisation. Where additional hours are required, the those will be reimbursed through time-off-in-lieu (TOIL), in accordance with Global Action Plan's policy.

## **To Apply:**

Please submit cover letter and CV to [info@globalactionplan.ie](mailto:info@globalactionplan.ie)

Application Deadline: 30 December 2022