

**General Job Information** - Belville Community Garden Trust Manager (Bel2878)

<i>Job Title</i>	Belville Community Garden Trust Manager
<i>Reference No</i>	Bel2878
<i>Location</i>	Inverclyde
<i>Hours</i>	35hrs per week
<i>Wage</i>	£27,500 (excluding NI + pension)
<i>Contract</i>	Fixed term (3 years)
<i>Closing Date</i>	20/08/18

**Role Definition**

**Job Purpose:** Drive the continued development of the organisation and successfully lead the team in its operations.

**Responsibilities and key tasks:**

- Manage and motivate the team.
- Formulate a business plan to ensure future growth.
- Ensure all legislative requirements are maintained, overseeing requirements for the office, training kitchen, POD and community garden.
- Manage and plan finances within budgetary constraints and report periodically to OSCR and HMRC.
- Develop opportunities for growth including social enterprise and partnership working.
- Build good working relationships with groups and stakeholders.
- Co-ordinate and project manage the forward plans for the site.
- Ensure voice of organisation is represented at strategic local government level.
- Promote and advertise food growing to a wide audience including stake holders and local government.

**Person Specification**

**Essential**

- Excellent interpersonal skills, working with people from varied backgrounds and abilities. Experience in team management and leadership.
- Excellent organisational, planning and time management skills, with the ability to manage multiple priorities.
- Maintain the relationships with current funders and identifying and successfully applying to a range of funding sources, including sponsors and social enterprise revenue streams.
- Excellent verbal and written communication skills.
- Competent IT skills and experience in communicating effectively via social media.
- An ability to form successful relationships with external partners and to create opportunities for networking with a track record of collaborative working.
- A full, clean UK drivers' licence.

### **Desirable**

- Experience in the third sector
- An environmental ethos
- Sound understanding of finances and accounts (experience of Xero accounting system).
- Horticultural knowledge
- Experience in volunteer management and recruitment

### **General duties:**

- Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.
- Work effectively and considerately with other employees and volunteers to promote the business aims and objectives of Belville Community Garden Trust and present a positive image of the organisations to members and the public.
- Abide by organisation polices, charitable sector best practice and good working protocols at all times.
- Undertake such other duties as may be reasonably requested including completing appropriate training.

We are an equal opportunities employer and celebrate the diversity of our staff. We positively encourage applications from individuals regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, pregnancy or maternity. We are committed to increasing employment opportunities for people with disabilities and will respond positively to meet individual needs throughout the recruitment process and in the workplace. We also offer opportunities for flexible employment and welcome applicants who can speak a second language.

You will be required to undergo a criminal records bureau check (PVG) and you will be given a copy of our relevant policy for the employment of ex-offenders.

**How to Apply:-** Email a CV and cover letter specific to the job role stating the job title and reference number within the email subject to:- [recruitment3@the-trust.org.uk](mailto:recruitment3@the-trust.org.uk)