



Job Description

Community Garden Project Coordinator

Position: Community Garden Project Coordinator

Hours: 20 hours per week

Salary: £17.50 per hour

Weekly gross pay: £350

Annual gross salary: Approximately **£18,200**, based on 20 hours per week for 52 weeks

Contract: Part-time

Location: Community Centre & Community Garden

Reports to: Community Centre Manager / Project Lead

1. Purpose of the Role

The Community Garden Project Coordinator will be responsible for coordinating, developing and supporting the implementation of the Community Garden and Green Space Project.

The role combines **practical gardening, project coordination, volunteer management, community engagement, event organisation, purchasing and ongoing maintenance planning.**

A key purpose of the role is to actively engage local residents and develop the garden as a welcoming community space where people can meet, volunteer, learn, socialise and participate in regular activities.

The Coordinator will organise **at least one community garden event each month**, helping to build participation, community ownership and long-term sustainability.

The Coordinator will work closely with Community Centre management, local residents, volunteers, suppliers and community partners to develop the project successfully over the next 3–5 years.

2. Key Responsibilities

A. Garden Project Coordination

- Coordinate the day-to-day implementation of the Community Garden Project.
- Develop weekly, monthly and seasonal work plans.



- Prioritise activities according to the agreed project objectives and available budget.
- Monitor progress against the Year 1 plan and longer-term 3–5 year vision.
- Maintain accurate records of work completed and future requirements.
- Provide regular progress updates to Community Centre management.

B. Gardening & Plant Maintenance

Undertake and coordinate:

- Planting flowers, shrubs, herbs and suitable plants.
- Preparing pots and planters.
- Watering and weeding.
- Pruning and mulching.
- Seasonal planting.
- Plant replacement.
- Monitoring plant health.
- General garden maintenance.
- Preparing the garden for different seasons.

The Coordinator will ensure that planting is appropriate for the location, season, available sunlight and ongoing maintenance capacity.

C. Community Engagement

Community engagement will be a **core responsibility** of the position.

The Coordinator will:

- Actively engage local residents with the garden project.
- Promote opportunities for residents to participate.
- Encourage people of different ages, backgrounds and abilities to get involved.
- Build positive relationships with residents and community groups.
- Listen to community ideas, concerns and suggestions.
- Collect informal feedback about the garden.
- Encourage residents to contribute ideas for future activities.
- Promote a sense of community ownership and responsibility.
- Encourage residents to become regular gardening volunteers.
- Work with the Community Centre to promote activities.
- Develop partnerships with local schools, businesses, charities and community organisations where appropriate.
- Help ensure the garden remains welcoming, inclusive and accessible.



3. Monthly Community Garden Events

The Community Garden Project Coordinator will plan, organise and support **a minimum of one community event every month**.

The purpose of these events will be to bring residents together, increase participation and encourage people to use and take ownership of the garden.

Possible Monthly Activities

Events could include:

- Community planting days.
- Gardening workshops.
- Family gardening sessions.
- Children's planting activities.
- Herb planting workshops.
- Pollinator and biodiversity activities.
- Composting demonstrations.
- Rainwater and sustainability workshops.
- Seed planting and seed-sharing sessions.
- Spring bulb planting.
- Summer garden social events.
- Community picnic or coffee mornings.
- Garden tidy-up days.
- Autumn planting days.
- Winter garden preparation.
- Christmas/winter community garden activities.
- Volunteer appreciation events.

Activities should be appropriate to the season, available resources and interests of local residents.

Event Coordination Responsibilities

For each monthly event, the Coordinator will:

1. Identify the activity and objective.
2. Agree the date with Community Centre management.
3. Prepare a simple event plan.
4. Identify materials and equipment required.
5. Establish an appropriate budget.



6. Promote the event to residents.
7. Recruit volunteers where required.
8. Prepare the garden and activity area.
9. Coordinate activities on the day.
10. Ensure equipment and activities are organised safely.
11. Record attendance.
12. Collect participant feedback.
13. Take appropriate project photographs where consent arrangements permit.
14. Record outcomes and lessons for future events.

4. Suggested 12-Month Community Activity Programme

Month	Suggested Community Activity
January	Garden planning & community ideas session
February	Preparing pots, seeds and spring garden workshop
March	Spring community planting day
April	Herb & pollinator planting workshop
May	Community garden volunteering day
June	Summer planting & garden social
July	Family gardening / community picnic
August	Garden maintenance & community social
September	Autumn planting day
October	Spring bulb planting & compost workshop
November	Winter garden preparation
December	Volunteer celebration & winter community event

The programme can be adjusted according to weather, community interest and available funding.



5. Volunteer Coordination

The Coordinator will:

- Recruit and welcome gardening volunteers.
- Develop a regular volunteer gardening group.
- Organise volunteer sessions.
- Allocate suitable tasks.
- Provide clear instructions.
- Ensure volunteers have appropriate equipment.
- Encourage new residents to participate.
- Keep records of volunteer participation and hours.
- Recognise and celebrate volunteer contributions.
- Encourage experienced volunteers to support newer participants.

6. Purchasing & Budget Management

- Prepare purchasing lists.
- Obtain quotations.
- Compare suppliers.
- Coordinate purchases within the approved budget.
- Maintain expenditure records.
- Keep receipts and invoices.
- Identify donations and sponsorship opportunities.
- Avoid unnecessary expenditure and minimise waste.
- Identify opportunities for local businesses to support garden activities or events.

7. Sustainability Responsibilities

The Coordinator will support and maintain:

Composting

- Two compost containers.
- Appropriate separation of compostable garden material.
- Compost rotation.
- Reuse of finished compost.

Rainwater Collection

- Rainwater storage containers.



- Appropriate use of collected rainwater for irrigation.
- Regular checks of containers and connections.
- Promotion of responsible water use.

Biodiversity

- Pollinator-friendly planting.
- Sustainable plant choices.
- Protection of existing green areas.
- Reduced unnecessary chemical use.
- Environmentally responsible gardening practices.

8. Community Outdoor Space

The Coordinator will support the development and use of:

- Community planting areas.
- Pots and planters.
- Benches.
- Community tables.
- Pallet/reclaimed-timber furniture where appropriate.
- Shaded seating.
- Composting facilities.
- Rainwater harvesting.
- Biodiversity areas.
- Community social spaces.
- Future outdoor Wi-Fi area.
- Future public drinking-water fountain.

Specialist plumbing, electrical and construction work must be referred to appropriately qualified professionals.

9. Health & Safety

The Coordinator will:

- Maintain a safe working environment.
- Complete appropriate checks before volunteer activities and events.
- Ensure tools are used and stored safely.
- Identify and report hazards.
- Follow Community Centre health and safety procedures.



- Keep working areas reasonably clear.
- Ensure volunteers and event participants receive appropriate instructions.
- Report accidents, damage and safety concerns.

10. Suggested Allocation of 20 Weekly Hours

The allocation may vary according to the season and monthly event programme.

Activity	Approx. Hours per Week
Practical gardening & maintenance	6
Project development & implementation	3
Volunteer coordination	2
Community engagement	3
Monthly event planning/delivery	2
Purchasing & budget management	2
Administration, monitoring & reporting	2
Total	20 hours

During the week of a monthly community event, working hours can be reorganised to allow sufficient time for preparation and delivery while remaining within the contracted hours.

11. Key Year 1 Objectives

During the first year, the Coordinator will aim to:

1. Establish the initial community garden.
2. Develop approximately 20 initial permanent plants and associated seasonal planting.
3. Establish the pots and planter programme.
4. Establish two compost containers.
5. Support installation of the rainwater collection system.
6. Establish a regular maintenance programme.
7. Recruit and develop a gardening volunteer group.
8. Build relationships with local residents and community organisations.
9. **Deliver at least 12 community garden activities/events during the year.**
10. Increase local participation in the garden.



11. Maintain expenditure and project records.
12. Collect community feedback.
13. Report on project progress.
14. Develop priorities for Year 2.

12. Performance Indicators

Success may be measured through:

- Progress against the agreed garden project plan.
- Condition of planted areas.
- Plant survival.
- Number of active volunteers.
- Volunteer hours contributed.
- **Number of community events delivered.**
- **Number of residents attending events.**
- **Repeat participation by residents.**
- Community feedback.
- New community partnerships established.
- Effective management of the project budget.
- Successful composting and rainwater systems.
- Cleanliness and maintenance of the garden.
- Progress towards the 3–5 year project vision.

13. Person Specification

Essential

- Practical gardening experience.
- Knowledge of basic plant care and seasonal gardening.
- Strong organisational skills.
- Good communication and interpersonal skills.
- Confidence engaging with members of the public.
- Ability to organise small community activities and events.
- Ability to coordinate volunteers.
- Ability to work independently.
- Basic understanding of health and safety.
- Ability to manage a small project budget.
- Ability to maintain simple records.



- Commitment to sustainability and community development.

Desirable

- Community gardening experience.
- Experience coordinating volunteers.
- Experience organising community events.
- Experience working within a community centre, charity or voluntary organisation.
- Knowledge of composting and rainwater harvesting.
- Knowledge of biodiversity and pollinator-friendly planting.
- Relevant gardening, horticulture, environmental or community-development qualification.
- Experience building partnerships with local organisations.

14. Salary & Working Arrangements

Hourly rate: £17.50

Contracted hours: 20 hours per week

Gross weekly pay: £350

Approximate annual gross salary: £18,200

Working hours should have some flexibility to accommodate monthly community events, volunteer activities and seasonal gardening requirements.

Some agreed evening or weekend hours may occasionally be required for community events, within the contracted working arrangements.

15. Overall Aim

The Community Garden Project Coordinator will help transform the garden into an **active, sustainable and community-led space**.

The success of the role will not be measured only by how the garden looks, but also by **how the community uses it**.

The Coordinator will help create opportunities for residents to:

Grow • Volunteer • Learn • Meet • Socialise • Share Skills • Connect with Nature • Build Community

Through regular engagement, volunteering and **monthly community events**, the garden will develop over the next 3–5 years into a welcoming and sustainable community asset.