



Community Garden Manager

Salary:	£36,565 per annum full-time (£21,939 part-time)
Contract:	Permanent
Hours:	24 hours per week (.6FTE), including regular evenings and weekends
Annual Leave:	25 days pro rata + statutory holidays
Responsible to:	Programmes Manager
Location:	St Raphael's Edible Garden, Stonebridge, Brent

About the Role

We are recruiting a Garden Manager to work closely with the Senior Leadership team at Sufra to support the development and expansion of the community garden, and to manage the team of garden staff and volunteers. Using the community garden as a focal point, the charity has developed an interrelated range of food growing and education projects that seek to engage people of all ages and backgrounds, including:

- A weekly garden market offering fresh produce on a pay-as-you-feel basis to the local community.
- Growing sessions that encourages community participation and provides a therapeutic space for those who with additional needs or socially excluded.
- Accredited courses for children and adults that provide a detailed insight into gardening, ecology and nutrition.
- Forest Schools that engage young people in a child-centred, inspirational learning process, which offers opportunities for holistic growth through regular sessions.
- Environmental education for teams of visiting school children who learn about sustainability and the importance of maintaining healthy ecosystems.
- Other community workshops that engage families, children and young people in creative activities.
- Volunteering programmes that provide empowerment and practical training in a variety of gardening skills for adults, children and young people (some of whom are 'at risk').
- Consultations and steering groups to improve and influence Sufra's programmes and activities.
- Community engagement events for St Raphael's Residents, volunteers and guests.

This is an exciting time in the development of St. Raphael's Edible Garden, we are seeking an experienced Garden Manager to oversee the ongoing development of the site, deliver a range of learning outcomes and fully implement, manage and further develop all aspects of the project.

Alongside practical educational outdoor experience, the successful candidate will understand how to design educational programmes that are accessible and engaging for a range of audiences, including school children and young people, adults with additional needs, and wider community. Project management and organisational skills are also essential, as well as excellent oral and written communication skills and a flexible, positive and can-do attitude.

This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality and inclusivity, that would suit a committed individual who is willing to go the extra mile. Through their activities, the Garden Manager will be able to convey the charity's passion and commitment to supporting vulnerable people in Brent and transforming the lives of beneficiaries.

We offer flexible working and a wide range of employee benefits including:

- Excellent annual leave entitlement – staff accrue an additional day of leave after 2 years of service and an extra day for every year thereafter – up to a maximum of 5.
- Pension scheme
- Employee Assistance Programme
- Death in Service benefit
- Enhanced sick leave
- Flexible working
- Opportunities for training and professional development

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of vulnerable people. The post is subject to pre-employment and DBS checks.

How to Apply

To apply for this role, please submit the following documents by email to admin@sufra-nwlondon.org.uk.

1. An up-to-date CV
2. A Covering Letter (no more than 2 sides)
3. [Equal Opportunities Form](#) (also available on our website) by email to admin@sufra-nwlondon.org.uk.

In your Cover Letter please respond to the following questions;

- Why do you think you are suitable for this role and why do you want to work at Sufra?
- What experience do you have in managing or working in community gardens or similar outdoor spaces?
- As a Community Garden Manager, you will be responsible for overseeing a team of volunteers and staff. Can you describe your experience with line management, including how you motivate, support, and guide team members?
- How do you engage local community members to actively participate in a community garden or similar project? Please describe any strategies you have used to foster a sense of shared ownership within the community.

The deadline for applications is 19th May at 9am. Note: Applications without a tailored covering letter will not be considered. Should you need any adjustments to the recruitment process at application stage please contact us by emailing admin@sufra-nwlondon.org.uk.

Screening calls will take place on May 22nd and Interviews on May 27th.

We appreciate the effort that is put into applications and so we endeavor to let everyone know the outcome of their application, even if you are not being invited to interview however due to the number of applications received, this may not always be feasible.

About Sufra NW London

Sufra is a charity in North West London that prevents hunger, fights poverty and builds community. With the help of our volunteers and partners, we coordinate a network of food banks, kitchens, a community shop and café. These act as a gateway for guests to access more holistic support – including welfare advice, asylum support and our award-winning community garden. We aim to work with our guests to find solutions to their challenges together, whilst campaigning against the causes of hunger and poverty.

Our services include:

Food Bank: Our Food Bank provides emergency supplies of essential food and toiletries to individuals and families experiencing acute crisis. Our parcels are typically made up of a mixture of non-perishable and perishable items. The size of our food parcels vary depending on the size of the household, and they typically last 5 to 7 days. To receive a parcel, you need to be referred by one of our 160 Referral Agencies.

Community Kitchen: Our Community Kitchen services are open all year round, serving hundreds of meals every week to hungry guests – including the homeless, families experiencing food poverty and people who are socially isolated and lonely.

Welfare Advice Service: Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties. The support we provide is ongoing and tailored to the needs of the individual – no matter how long it takes. Last year we support 816 people with our advice support.

Refugee Support: Our Open ARMs (asylum seekers, refugee and migrants) programme supports newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community. We offer cultural trips, access to ESOL classes, support groups, orientation classes and events to improve integration and independence.

St. Raphael's Edible Garden: Our beautiful Community Garden emerged from a local campaign by residents to develop a food growing project for the community. With the help of hundreds of volunteers, St. Raphael's Edible Garden now has a wildlife pond, a learning yurt space, a fruit tree orchard, compost bins, a pizza oven, plenty of raised beds and a stunning pergola. Although the garden is managed and run by Sufra NW London, it is here to benefit the community. The garden provides a therapeutic space from where we can invest in the skills, health and wellbeing of local people whilst improving the appearance of the estate and giving residents an opportunity to come together, have fun and grow food.

Community Wellbeing Project: In response to the impact of the cost-of-Living crisis on families in Brent, we partnered with Brent Council to launch a Community Wellbeing Project. The project offers household who are most impacted by the cost of living with access to a membership scheme comprising of four key elements: Community Shop, Community Café, Community Kitchen, and Wraparound Support. The project is designed to go beyond traditional charitable food aid distribution by offering a comprehensive range of (low to zero-cost) food options and creating a supportive community hub where residents can access holistic support including information, advice, guidance – all under one roof.

Job Description

Main Duties & Responsibilities

To fully manage St. Raphael's Edible Garden, and deliver a range of programmes that inspire, educate and engage a wide range of audiences.

General Responsibilities

- Lead on the development of St. Raphael's Edible Garden as a flagship outdoor space for the whole community to enjoy.
- Provide line management, supervision and support to the Garden Team (Community Grower and Learning and Outreach Officer)
- Supervise current and on-going capital works to improve the infrastructure of the site.
- Develop a regular schedule of activities on St. Raphael's Edible Garden that reflect the interests of the local community.
- Undertake regular dynamic risk assessments and uphold the highest standards of health and safety to protect users of the site.
- Lead on a robust budget management by monitoring garden expenditure and developing budgets.
- Work with the Programmes Manager in the development and delivery of an annual Action Plan for the garden.
- Assist the garden team in the creation of individual workplans related to their respective roles
- Follow Sufra's safeguarding policies and respond appropriately to disclosures or concerns which relate to the well-being of a child and adults at risk

Learning & Outreach

- Work with the Programmes Manager to develop, expand and improve Sufra's learning and outreach programmes for adults, children and young people.
- Oversee external facilitators and/or where necessary deliver accredited training in horticulture and environmental awareness to both adults and children with a range of skill and ability levels.
- Oversee the children and young people's learning and outreach activities
- Increase engagement and participation in programmes delivered on and off site among a wide range of regular and one-off volunteers, including local residents, children and young people, vulnerable adults, older people, faith groups and corporate/public-sector teams.
- Develop community partnerships to establish other community led growing spaces.

- Promote and champion St. Raphael's Edible Garden at local events and in different community forums and develop community partnerships for more growing opportunities across the borough.

Volunteer Management

- Co-produce a local community steering group for the garden that meets quarterly and provide members with the opportunity to influence the development of the garden.
- Provide induction, support and supervision to enhance the volunteer programme in the garden and contribute to the personal development and retention of volunteers.
- Ensure there is a robust corporate volunteering schedule of activities which enhance the maintenance of St Raph's Edible Garden.

Monitoring & Evaluation

- Maintain accurate records of service delivery and outcomes.
- Collect feedback from volunteers and beneficiary groups to improve the facility and develop new programmes of work.
- Provide regular and timely monitoring reports on programme outputs, outcomes and expenditure for funders, the Senior Leadership Team and the Board of Trustees.

Additional Duties

- Take part in supervisions, personal development training and appraisals.
- Undertake any other reasonable duties to support the operations of the charity.

Person Specification

Competency	Specification	Essential	Desirable
Education	Horticulture qualification		✓
	GCSEs in English & Mathematics at A*-B	✓	
Experience	Managing projects in community outdoor educational settings	✓	
	Teaching, training or running workshops	✓	
	Community engagement and outreach	✓	
	Managing and supervising volunteers	✓	
	Monitoring and evaluating outcomes	✓	
Knowledge	Safeguarding policies and procedures		✓
	Knowledge of consulting with community, local residents and young people		✓
Skills & Abilities	Excellent written and oral communication skills	✓	
	Ability to engage professionally with people of different ages, abilities and backgrounds	✓	
	Advanced IT skills (Microsoft Office)		✓
	Project manage multiple programmes	✓	
	Ability to engage positively with groups of young people and vulnerable adults from a range of backgrounds	✓	
Attitude	Honest and trustworthy	✓	
	Positive, friendly and hard-working	✓	
	Commitment to the values of Sufra NW London	✓	

The post is subject to a probationary period of 6 months.

Your Data

Sufra will use the information you submit to us to consider your application for a job. You have rights to your data, its accuracy and control over our use. For full information about how we will ensure that all applicant data is appropriately and securely stored, handled and disposed of, see our privacy policy [here](#). By submitting an application, you are acknowledging you have read and understood our Privacy Policy, although you can withdraw your application at any time.

Eligibility to Work in the UK

Please note that Sufra is unable to obtain a work permit on your behalf and is not able to sponsor visas.

DBS Checks

Please note that if you do not consent to the use of an external validation service for a DBS check, then we may be unable to take your application further. Confirmation of employment will only be given on receipt of satisfactory evidence and checks being issued and references have been received.

References

Once an offer of employment has been made, you will be asked to provide the names and contact details of two referees. If possible, the first referee should be your present employer and the second referee a previous employer.