



HEXHAM TOWN COUNCIL

Grow Hexham Project Co-ordinator/ Organiser

General Background

This is a new part-time post which has been established to help the Town Council deliver the aims of the Grow Hexham project in the town. This will include finding gardens and gardeners and matching them up

Purpose of the Job

To project manage and deliver Grow Hexham project working with some of the Council's partner organisations, specifically Hexham Community Partnership and Number 28. The duties are to be carried out under the direction of the Town Clerk.

Place of Employment

The post holder will be based at the Town Council office at St Andrew's Cemetery or at home. Occasional travel will be required: no vehicle will be provided but a mileage allowance will be paid. Working hours will be flexible as the post holder will need to attend some evening meetings and occasionally work at weekends.

Salary **£12.00 ph**

Working Hours 300 hour contract Self- Employed

Duration March 2022 to November 2022

Closing date Application forms to be received by noon on 28th February 2022

Further Information

To discuss the post and/or request an application pack (**CVs will not be accepted**), please contact Jane Kevan, Town Clerk, on 01434 609575 or by emailing clerk@hexhamtowncouncil.gov.uk

Job Description

Key Activities and Areas of Responsibilities

- To co-ordinate, provide full advice, support, management and delivery of Grow Hexham
- To identify and match up appropriate garden spaces and willing gardeners, working with the grow Hexham partners.
- To manage DBS checks
- To order 2 sheds and have them erected
- To liaise with the communities of Hexham to promote the key elements and ethos of the project.
- To Manage volunteers
- To set up a repair shop for tools
- To set up a seed bank
- To set up a plant share
- To ensure there is no avoidable food waste
- To deliver this socially and environmentally sustainable project in order to support the development of Hexham as a resilient and thriving community.
- Report to the steering group on a regular basis

Other Activities and Areas of Responsibility

- Work with external organisations to promote the project.
- Establish and maintain accurate and effective management, administrative and financial and monitoring systems
- Be responsible for the Health & Safety of own actions and of risk management within the project management process.
- Attend Full Council, Committee and other meetings as required and prepare reports as required.

Skills

Essential:

- Networking skills
- Engaging and experienced in people-focused activity
- Assertive
- Strong time management skills
- Excellent communication, interpersonal and team-building skills
- Good listening skills
- Research and report-writing skills, and the ability to interpret or present data
- Knowledge and understanding of local community and social issues
- Non-judgemental and positive attitude
- Creative thinking and problem-solving ability
- Compassion and the ability to empathise with people's life experiences

- Demonstrable experience of effective partnership working and delivery.
- Ability to develop and progress the skills, knowledge and confidence of individuals and groups.
- Ability to manage own priorities, time and workload to agreed deadlines, budget and quality standards.

Desirable:

- Previous experience in a similar role
- Have an interest in, knowledge of, and understanding of basic gardening skills
- Relevant life experiences and language skills
- Experience in working in partnership
- Marketing skills

Qualities:

Essential

- Proactive and dynamic attitude
- Highly motivated towards excellence
- Ability and willingness to work flexibly, including evenings and occasionally at weekends
- Willingness to attend relevant training courses and events
- Ensure equality of opportunity in service delivery

Desirable

- Current driving licence and access to transport

Grow Hexham Background Information and links

Hexham Town Council has successfully raised £8690 to fund a project called Grow Hexham. Grow Hexham matches local gardeners with idle gardens. Using recycled tools, shared skills, knowledge and food for the benefit of the grower, the owner, the fresh food bank and the environment.

The ambition of Grow Hexham is to begin to create a circular economy in fresh food. Matching uncultivated gardens with gardeners from the Town Council allotment waiting list, it will combine space, and place with skills, knowledge and time. The result: more locally grown produce, shared between the owner and the gardener with any surplus going to the Community Grocery. A repair and recycle scheme for tools will repurpose garden tools that are languishing in sheds while woodworking skills shares will provide raised beds. Gardening skill shares, seed shares and plant swaps will all contribute to a zero carbon, zero food waste project that is of benefit to the environment and the town.

The benefits of Grow Hexham will be many: an increase in community gardening, a reduction in allotment waiting lists, an increase in local food production to suit the

gardener and the garden owner, more fresh food going to the Community Grocery for people in need, recycled tools and skill sharing. The community will benefit from reduced food miles and a reduction in food waste, access to cheap fresh food as well as community building through sharing seeds, plants, knowledge, skills and experience. It will provide inter-generational links and support through the shared activity of growing. It will provide part time employment for a co-ordinator/ organiser.

Grow Hexham is a partnership project between Hexham Town Council, Hexham Community Partnership, Number 28 and The Community Grocery. There is also a Key Delivery Partners sub group which comprises representatives of interested local groups.

[For more information go to https://www.spacehive.com/grow-hexham](https://www.spacehive.com/grow-hexham)