



Job title	Horticulture Sessional Worker
Salary	£14.13 per hour
Working hours	Variable – Usually Tuesdays and Wednesdays to support Community Harvest / Heritage Garden Volunteer sessions and Saturdays to support Little Garden / Family Volunteering.
Annual Leave	25 days (FTE based on 37.5 hours per week) pro rata based on actual hours worked.
Post-holder's immediate supervisor	Horticulture Lead

STAA is a small charity dedicated to improving the skills, health and wellbeing and community connections of local people through activities within our inspiring green spaces on St Anns Allotments.

Primary Role

You will support volunteers and learners to develop and practice new horticultural skills and competencies whilst improving their health and wellbeing, community connections and access to quality green spaces. You will work as part of the Horticulture team, with a particular focus on STAA's Community Harvest project. Alongside colleagues you will supervise and coordinate activity across project sites to maximise the produce that is grown and distributed into our local community via Community Orchard activities and partnerships with social eating providers and local agencies. You will be required to help monitor and record the progress of participants across a range of outcomes. Delivery will take place from our 3 project sites on St Ann's Allotments in Nottingham and in community settings as appropriate.

Activity will largely be centred on:

- The Nursery - the central hub for horticultural learning activity, qualification delivery, practical volunteering, community gardening and the Community Harvest Project
- The Heritage Display gardens - practical gardening activities that maintain this ornamental garden for the enjoyment of wider audiences

Principle duties and responsibilities:

Working from these locations the post holder will:

- Work with colleagues to coordinate a horticultural scheme of propagation, plant production, food growing
- Support volunteers with the cultivation, tending and harvesting of produce



- Supervise volunteer activity on the specified project sites

Postholders will also provide support with:

- Delivery of practical learning opportunities for volunteers, City & Guilds learners and other participants across STAA's project sites.
- Targeted outreach activity to engage with target audiences, promote inclusion and equality of access to opportunities
- Delivery of our workshops, corporate volunteering and team days as required
- Providing a safe and accessible green space for local people to use and enjoy
- Promoting volunteering opportunities, including young volunteers, and contributing to their development
- Community consultation activity and supporting the ongoing development of a community steering group
- Planning activities in advance to ensure smooth and effective delivery
- Reviewing and evaluating all activities to support organisational learning and the delivery of excellent experiences and learning opportunities for participants.

The post-holder will also be required to:

- Complete accurate project activity recording, monitoring and reporting within specified timescales
- Undertake risk assessments and ensure that all health and safety policies and procedures are adhered to
- Attend supervision and team meetings as required
- Work collaboratively with other members of the STAA team to meet wider project objectives
- Attend training as required to support organisational and project objectives
- Carry out any other tasks which may be reasonably regarded as falling within the requirements of this role

In carrying out the responsibilities described in this job description the post holder is expected to demonstrate commitment and behaviours consistent with STAA's Equality & Diversity policy and to promote and apply this consistently with all project beneficiaries, volunteers, community members, partners and colleagues.

As a condition of employment, the post holder will be required to undertake a DBS check.

Staff supervised by the post holder: None



Horticulture Sessional Worker Person Specification

Criteria	(E)Essential (D) Desirable	Requirement	Selection Method
Knowledge & Experience	E	Qualification in horticulture (to Level 2 minimum) and/or equivalent relevant practical experience.	AI
	E	Understanding of horticultural activities and practices that can take place to sustain learner activities and volunteer engagement throughout the year.	AI
	D	Knowledge of the local St Ann's Community and wider Nottingham City community, its local services and infrastructure.	AI
	E	Experience of fruit, vegetable, ornamental gardening in a public setting.	AI
	D	Experience of working with volunteers.	AI
Skills/Abilities Interpersonal	E	Ability to supervise, support and develop volunteer team members to deliver project outcomes.	AI
	E	Excellent communication skills and the ability to engage a variety of audiences.	AI
	E	Able to engage and support individuals to improve their health and wellbeing through horticulture.	AI
	E	Ability to inspire trust and confidence in participants, volunteers and partner organisations.	AI
	E	Ability to work effectively as part of a team to achieve shared outcomes and priorities.	AI
Skills/Abilities Other	E	Able to sustain productive growing spaces relevant to the needs of the local community.	AI
	E	Self-motivated, able to work on own initiative and as part of a team.	AI
	E	Able to engage in activities involving prolonged standing, bending, lifting and carrying.	AI
	E	Able to work in physically demanding environments, outdoor settings and weather conditions.	AI
	D	A full driving licence.	AI



Equality, Diversity and Inclusion	E	Evidence of and commitment to putting equality, diversity and inclusion policies into practice.	AI
Flexibility	E	Able to work pre-identified sessions that will be booked in advance.	AI
	D	Willing to work outside 'normal working hours' as required, including evenings and Saturdays	AI
Reference / Background checks	E	Suitable reference checks with no indication of unsuitability for the role	Post offer of employment

A = Application

I = Interview