



BLAISE COMMUNITY GARDEN

Garden Co ordinator role specification

Charitable Incorporated Organisation No: 1160376

www.blaisecommunitygarden.org.uk

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Explanation

Blaise Community Garden has now been granted a 25 year lease on both the walled garden and the buildings and area fronting onto Church Lane. Thus our activities will no longer be limited to a relatively compact area but will take place in different extremities of our garden. Given that the trustees are ultimately responsible (but not liable under our constitution) for everything takes place in the garden there needs to be a clear channel of authority back to the trustees for whatever activities take place in our growing areas and buildings, etc. The role has mostly been very effectively carried out on an informal basis since the garden began and this document simply capitalises on that.

Aims of Role

- a) To provide a link to and feedback for the Trustees on activities taking place in the garden.
- b) To ensure all volunteers are fully inducted in the policies and procedures of the garden.
- c) To help ensure all volunteers are provided with a valuable experience.

Outline of role

Responsibility

Any member of the garden who has some experience of volunteering in the garden should be capable of carrying out this role. The following activities will then be the responsibility of the person or people who have signed up as Garden Co-Ordinator for a particular session.

Activities

	Description	Notes
1	Open the gates by 10:00 am	
2	Close gates for public access after 2:00 pm	Coordinator may delegate this responsibility if he / she is not planning to stay for the whole session.
3	Close garden when everyone has left	Delegation possible as above. Need to walk around whole site to check no one will be locked in.
4	Ensure any new or inexperienced volunteer has been through the induction process and has read the summary of our Health and Safety Policy.	Coordinator does not need to be by the entrance if there are volunteers working near who can point out his / her location to the new volunteer. Coordinators name will be displayed near entrance.
5	Ensure volunteers who do not have a specific task in mind are encouraged to select one specified on the Task boards in the Cabin	(The induction process needs to explain that these boards are maintained by the Facilitators to show what needs to be done in each area)
6	Ensure that all volunteers are aware of the garden policy re projects / changes affecting the appearance or function of our space.	All such projects / changes require discussion and prior approval at a General meeting. This may require the Coordinator to walk around the garden at least once during the session. If the Coordinator needs support in doing this he / she should ask any trustee in the garden to help.
7	Update Garden Log book with weather experienced and an estimate of numbers attending the session.	Additionally it would be good if significant achievements and / or events were set down if we are to have an accurate history of the Garden

