

# St Anns Allotments Project

## PARTNERSHIP AND VOLUNTEER DEVELOPMENT OFFICER



Supported by  
**The National Lottery**<sup>®</sup>  
through the Heritage Lottery Fund



Heritage  
Lottery Fund

### Job Description

Job Title:	Partnership and Volunteer Development Officer
Duration of Post:	Funded until September 2016
Salary:	£22,505 per annum
Working Week:	Full time: 5 days / 7.5 hours per day flexible
Postholder's supervisor:	STAA Project Co-ordinator
Staff supervised by post holder:	None

### General Description of Post:

The postholder will be responsible for managing existing partnerships, recruiting and developing volunteers and generating resources to deliver the objectives of the site management and maintenance plan for St Anns Allotments. This includes activities contributing to the following objectives:

- Renovate and prepare gardens for new occupants;
- Renovate and maintain historic hedgerows;
- Conserve and propagate plants, particularly the site's fruit tree heritage;
- Conserve historic structures;
- Maintain areas for wildlife and conservation value through our 'Urban Nature' project;
- Develop and manage display plots as resources for visitor and gardener interpretation.

Although there will be an element of outdoor physical activity the post is more about facilitating and supporting partners and volunteers to help meet the above objectives.

### Principle duties and responsibilities:

The principle duty of the postholder is to build relationships with organisations and people to support the development of the historic St Anns Allotment site. Working for a small but dynamic community organisation and registered charity, the role is critical to the site's sustainability and future development.

Key to the postholder's success will be the ability to engage, recruit and retain a wide and diverse range of partners and individual volunteers to support the many project strands within the St Anns Allotments Project. These projects include: the Community Orchard, Heritage and Interpretation, Urban Nature and conservation management, our Heritage Display Gardens, allotment site management and administration, the St Anns Allotments Visitor Centre.

Key responsibilities include:

- Working with and supporting existing partners and identifying new opportunities for partnership working;

- Generating resources to contribute to the delivery of the management and maintenance plan;
- Creating and managing corporate and individual volunteer recruitment and development programmes;
- Managing the wildlife areas within the site and supporting the activities of Urban Nature;
- Supervising and supporting partners with site-based activities;
- Co-ordinating volunteer activities with the site management and maintenance team;
- Supporting STAA's Project Co-ordinator to develop a sustainability plan for the St Anns Allotments Project.

The postholder will also be required to:

- Complete all necessary monitoring and reporting required by funders within the timescales specified. In particular the postholder will be required to monitor progress against a number of key performance indicators
- To attend and contribute to supervision sessions and team meetings and support the Project Co-ordinator with monthly written reports to the STAA Management Committee and external funders.
- To adhere to STAA's financial and other procedures, maintaining specific administration systems where necessary and ensuring spending is within the agreed budget.
- To carry out any other duties which may be reasonably regarded as falling within the work requirements of the role and to work collaboratively with other members of the worker team.
- To attend any training required to support the development of the role.

In carrying out the responsibilities described in this job description the postholder will be expected to demonstrate commitment to equality of opportunities towards all site users, the members and staff of STAA, trainees, volunteers and partners.

Please note: regular weekend or evening work will be required.

### **Terms and conditions of employment**

Probation period:	Three months.
Working week:	STAA works a 37.5 hour week with a 7.5 hour working day.
Holiday Entitlement:	25 days plus bank holidays.
Sick Pay:	Company sick pay policy provides full pay for up to three months following completion of a successful probationary period (one month's full pay during probation period).
Pension:	There is no pension scheme in place.

**St Anns Allotments Project**  
**PARTNERSHIP AND VOLUNTEER DEVELOPMENT OFFICER**



**Person Specification**

Criteria	(E) Essential (D) Desirable	Requirement	Selection Method
Knowledge & Qualifications	E	Understanding of and/ or experience of working within the voluntary and community sector.	A
	E	Recognised qualification in horticulture, ecology, landscape management, conservation or demonstrating relevant experience.	A
	E	Demonstrable experience of developing volunteer recruitment and development strategies.	AIT
	D	An understanding of managing land for the benefit of wildlife and conservation.	AI
	D	Understanding of allotments and their role in the wider community.	AI
	D	An understanding of and/ or experience in horticulture and conservation work in a heritage context	AI
Skills/ Abilities Interpersonal	E	The ability to work collaboratively and strategically with partners and statutory agencies.	AIT
	E	Able to work using own initiative and as part of a wider team.	AI
	E	Effective communication and presentation skills.	AIT
	E	Ability to organise and prioritise work and manage multiple projects.	AI
Skills/Abilities Other	E	The ability to gather monitoring information, demonstrate effectiveness through performance measures and use the information to prepare reports.	AI
	E	Sound knowledge of standard office IT packages.	A
	D	Experience in the use of social media	A
Experience	E	Experience of working with and supervising volunteers.	AI
	E	Ability to develop effective partnerships	AIT

	D	Experience of project management	AI
	D	Understanding funding and grant application processes.	AI
Equal Opportunities	E	Experience and commitment to putting equal opportunities into practice.	AI
Flexibility	E	The willingness to work outside normal office hours as required by the role.	A

A = Application

I = Interview

T = Test