



Garden Development Manager – Share Nurseries

Salary:	£30,347 plus 5% pension contribution
Contract:	Permanent
Location:	Based at Share Garden in Tooting SW17, one day a week at Share HQ Battersea
Hours:	35 hours per week, Monday – Friday
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Closing date:	03 rd November 2021
Reports to:	Chief Finance and Operating Officer

About us

At Share, we're passionate about horticulture and the healing power of growing things and spending time in gardens. Share Nurseries is a training project for disabled adults. It includes a commercial enterprise that sells plants and takes on outside jobs for work experience. Most of our students and trainee gardeners are people with learning disabilities and/or autism and we also work with people who have mental health difficulties and other needs. We offer a range of training, employment, personal development, and leisure opportunities. We're a Gold accredited Investor in People. We won the prestigious award of Employer of the Year at Wandsworth Business Awards 2019. We are accredited by the National Autistic Society. Our garden has been based within the grounds of Springfield Hospital, SW17, for over 25 years. The hospital site is undergoing exciting redevelopment, which will include moving Share Garden and Nurseries to a new site within the complex. The Garden Development Manager will play a key role in coordinating the move, building positive relationships with developers and other stakeholders. We are also working with the Streatham Common Cooperative and plan to have regular activities at The Rookery Gardens in SW16.

Job purpose and context

This is a wonderful opportunity for an outgoing and motivated horticultural specialist. The Garden Development Manager will oversee the growth and development of Share Nurseries, our customer-facing enterprise, enabling it to flourish. You will inspire the team with your passion for plants and helping people through horticulture. In managing Share Nurseries, you will ensure that it provides excellent training and work experience for our students as well as being the plant centre of choice for local people. You will also oversee the training and therapeutic activities in the garden, working closely with the Head of Training and coordinating the garden team. You will lead on the new work being developed in partnership with the Streatham Common Cooperative, working closely with their manager and head gardener. You will work closely with colleagues based at the garden and at Share HQ to ensure the wellbeing and development of our students. You will identify opportunities for

working with other groups in the community, collaborating over horticultural and environmental activities for disadvantaged people within and beyond the Share garden.

Summary of main duties

Relationships

1. Overseeing the garden team to ensure activities contribute to students' training goals
2. Coordination of regular garden team meetings and project staffing; line management of garden staff, providing one to one supervision
3. Close liaison with HQ colleagues to plan activities that meet the learning and development needs of our students, and the sharing of your skills and knowledge with colleagues and students
4. Development of excellent relationships with others based on the Springfield Village campus, including the planners and developers
5. Further development of strong relationships with the Streatham Common Cooperative
6. Building new customer relationships with people visiting and buying from Share Nurseries
7. Liaison with Marketing and Communications Manager to promote Share Nurseries
8. Induction and support of new staff and volunteers

Resources

9. Ensure garden is maintained to a high level so that it's an attractive place in which to learn and visit
10. Ensure growing areas are well maintained and meet health and safety standards
11. Ensure sales tunnel is safe, clean, and accessible to workers and customers
12. Ensure all staff and students have appropriate PPE and use it
13. Ensure indoor areas including toilets are kept clean and free from hazards
14. Ensure that financial transactions are handled securely and that a receipt system is in place
15. Obtain best value deals from suppliers
16. Set prices for the goods and services that we sell

Project planning

17. Develop an annual planting plan
18. Develop a plan for growing Share Nurseries
19. Coordinate with local organisations to run activities within the garden (eg gardening for wellbeing with older people; activities with local disadvantaged young people)
20. Plan for pieces of work undertaken within the wider hospital estate
21. Plan for the move to the new site

Administration

22. Maintain financial records and follow money handling procedures (we use iZettle for most sales)
23. Ensure health and safety requirements are met and complete all relevant paperwork
24. Ensure there's a record uploaded of all staff supervision sessions and team meetings

General

25. Attend staff and team meetings as required
26. Help with planning and delivering Share events, some of which will take place in the garden
27. Provide case studies and good news stories for Marketing and Communications

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications		
Qualification in horticulture – Level 3 or above		✓
First aid trained		✓
Experience		
Experience of working in community gardens or similar setting	✓	
Experience of working with disadvantaged and/or disabled people and/or members of the public	✓	
Experience of maintaining high standards of health and safety	✓	
Experience of managing relationships at work positively	✓	
Experience of coordinating and growing teams	✓	
Experience of project development and management	✓	
Knowledge		
Excellent knowledge of plants, ornamental and edible.	✓	
Knowledge of how to include people who may have no prior experience in horticultural activities so that they have a happy experience of gardening .	✓	
Knowledge of health and safety legislation as it relates to educational, social care, retail, and office premises	✓	
Skills And Abilities		
Excellent people skills – you'll love being around people and you'll thrive on seeing people reach their potential. You'll enjoy building networks and relationships with diverse people.	✓	

	<i>Essential</i>	<i>Desirable</i>
Excellent organisational, planning and time management skills. A methodical approach with attention to detail. You'll be someone who enjoys completing tasks to a high and accurate standard.	✓	
Competence in everyday IT and the ability to use Word, Outlook, Excel and the internet. Accurate data input.	✓	
Excellent communication skills, and the ability to communicate diplomatically and respectfully with people at all levels of the organisation, with good written and face-to-face communication skills.	✓	
The ability to work confidentially with sensitive information.	✓	
Solutions oriented, practical, and good at solving problems.	✓	
Qualities		
Friendly, warm, open & resilient – able to cope with change and unpredictability	✓	
Motivated by using your great horticultural and interpersonal skills to support an organisation with a strong social purpose	✓	
Enthusiasm about working with diverse people and in particular a passion for valuing differences in culture, ethnicity, ability, and neurodiversity.	✓	
Keen to learn and develop in the role, with an ability to make best use of mentoring, supervision and training opportunities.	✓	
Specific Needs		
Flexibility to work on an occasional evening or weekend if needed and occasional out of hours work, for example to keep plants watered during very hot weather: time off in lieu is given.	✓	



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