



## **Coordinator Role Description**

### **Project development and administration/bookkeeping**

*Barracks Lane Community Garden is a thriving project based in East Oxford [www.barrackslanegarden.org.uk](http://www.barrackslanegarden.org.uk). The project has been successful in gaining support from various funding bodies over a number of years and we receive unrestricted income from events. We are looking for someone with enthusiasm and project management, outreach and administrative skills.*

*It would suit someone living relatively locally to the garden who can work from home, independently on a self-employed basis, and who likes flexible hours, including occasional evenings and weekends.*

The Garden is looking for a new Coordinator who is organised and efficient and with an interest in the aims of the community garden project to provide the following services on a self-employed freelance basis:

#### Project administration and management:

- Successfully apply for grant funding and report to our funders
- Develop new business models and partnerships
- Increase and develop the use of the garden
- Publicise and promote events to the wider community
- Respond to email correspondence and deal with booking enquiries
- Manage the online calendar
- Attend trustees' meetings once per month and take minutes
- Make and record financial transactions
- Organise workshops and events
- Develop social media, communication
- Outreach to the diverse local community to promote the garden
- Oversee the policy schedule (including policy revision and development)
- Support the Trustees in a range of activities to further the aims of the garden
- Any other tasks as required

#### Optional additional tasks:

We are also looking for someone to carry out the weekly cleaning of the garden (approx. 2 hours a week) and do some caretaking tasks (such as showing new users round the garden, being onsite for deliveries). If you'd be interested in taking on these tasks in addition to the Coordinator role please indicate this on your application. We are taking a flexible approach to our recruitment, and would love to hear from those interested in just the Coordinator role, and those interested in Coordination, cleaning and caretaking.

**Hours:** Initially averaging up to 60 hours per month (this includes cleaning and caretaking), but with the potential for more work depending on the outcome of future funding bids. We have

funding for these services for an initial one-year period and the contract will be reviewed and renewed as appropriate every 3 months.

The rate of pay is £13.50 per hour invoiced monthly in arrears

Work to start in September 2023

**Applicants will need to be able to email and phone from home or own office base.**

Expressions of interest (letter and CV) need to be received by email ([barrackslanegarden@yahoo.co.uk](mailto:barrackslanegarden@yahoo.co.uk)) by 9am on Monday 31<sup>st</sup> July 2023. Interviews are likely to be conducted on Tuesday 22<sup>nd</sup> or Wednesday 23<sup>rd</sup> August 4pm-6pm.

Enquiries can also be emailed to [barrackslanegarden@yahoo.co.uk](mailto:barrackslanegarden@yahoo.co.uk)