

# Endeavour Hills Neighbourhood Centre Inc.



## JOB DESCRIPTION

**TITLE:** Community Garden Coordinator

**Appointed by:** Centre Manager

**Reporting to:** Centre Manager

### PRIME PURPOSE OF POSITION:

- To implement and develop the Endeavour Hills Community Garden and related programs.
- To help with profile raising and development of the Neighbourhood Centre

### HOURS OF WORK:

This is a part-time position during school terms of 5 hours per week. Hours will be flexible based on requirements with the possibility of additional hours with program growth and during school holidays.

There will be a probationary period of 3 months.

### SALARY AND CONDITIONS:

- The community development officer will be employed under The Neighbourhood Houses and Adult Community Education Centres Agreement 2016. Remuneration will be based on qualifications and classifications as per agreement.
- All employees of the Endeavour Hills Neighbourhood Centre are bound by the properly approved policies and procedures of the organization, as promulgated and varied from time to time.

### QUALIFICATIONS & EXPERIENCE:

- Working with Children (mandatory)
- Police Check (mandatory)
- Understanding of Community Development principles
- First Aid certificate
- Understanding and commitment to the mission of Endeavour Hills Neighbourhood Centre Inc;
  - *Our mission is to provide a friendly, inclusive environment that encourages participation from our diverse community, through a broad range of activities fostering social interaction and lifelong learning*

### RESPONSIBILITIES:

The responsibilities of the Community Development Officer are as follows:

- Maintain all aspects of the Community Garden program in collaboration with the manager
- Promote, lead and supervise community gardening workshops and events
- Ensure garden and surrounds are well maintained
- Training and supporting other garden volunteers according to correct procedures
- Organising events, specific projects and funding opportunities relating to the Community Garden and environmental sustainability
- Compliance with work health & safety principles.
- Provide effective communication with all stakeholders.
- Ability to maintain confidentiality
- To assist, promote and raise profile of all Endeavour Hills Neighbourhood Centre programs
- Maintain and organize portable building requirements to ensure safe, tidy, well maintained got garden participants and hirers.
- Collaboration with partner organisations and portable hirers.

## **REQUIRED SKILLS/ATTRIBUTES:**

1. Gardening skills and knowledge, particularly in productive/edible gardens
2. Ability to lead other volunteers and model appropriate behaviour at all times
3. Ability to communicate and engage with diverse groups of people and individuals, tailoring communication to suit the target group
4. Demonstrated commitment to a community inclusive practice
5. Demonstrated commitment to environmentally sustainable practice
6. Demonstrated ability to work unsupervised, use initiative and induct, supervise and direct the work of volunteers
7. Demonstrated experience in welcoming and providing relevant services to diverse and wide-ranging participant groups including those from culturally and linguistically diverse backgrounds, those experiencing mental health issues, and those economically, socially or psychologically marginalised

Application process: Please forward your application, along with a cover letter and a copy of your CV to the manager, [manager@ehillsnc.org.au](mailto:manager@ehillsnc.org.au) with the subject header "Community Garden Coordinator". Contact and interviews will be held February 2023. Enquires please call 97003789: Please note the office closes Tuesday 20/12/22 and reopens 30/1/23.