



Edible Estates CIC

## JOB DESCRIPTION

# Community Garden Development Officer

**RESPONSIBLE TO:** Chief Executive

**TERMS OF EMPLOYMENT:** 35 hours/week. (Part time option available) Fixed term contract until 31 December 2025.

**SALARY:** £28,000 - £32,677 dependant upon experience

### BACKGROUND

Edible Estates is a not-for-profit which establishes community gardens and the greenspace projects in Edinburgh's council estates. In 2022, we were awarded a contract by Edinburgh Council to support existing gardens and establish new gardens in estates which do not have them. This contract has enabled us to expand our team. Over the coming years we will provide active support to up to approximately 24 gardens and passive on call support to another 30.

### PURPOSE OF JOB

Engage with communities to encourage and support participation of residents in community gardens/growing projects in council estates across Edinburgh. Build the capacity of new and existing community garden groups to manage their gardens through good organisational practice. Provide remedial support to groups where required where policies and relationships have deteriorated.

Support the positive contribution community gardens can make to their wider communities through event and services.

To be clear, the role does not include teaching participants how to grow food, designing or building community gardens, these roles are delivered by other members of the team.

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## **MAJOR TASKS/ACTIVITIES**

### **Evaluation of Community Gardens**

Through regular communication with community garden groups, develop an understanding of the organisational health of community groups and what support might be required to bring them forward. Measure and evaluate the impact the gardens have upon the wellbeing of the wider community. Work with participants, partners and staff to maximise the value of each garden and wider greenspace as a community place and asset for its participants and the wider community.

Collaborate with the Project Manager to prepare Garden Development Plans which set out the goals for each garden and methodologies for achieving them. Record and report on the progress of community garden groups.

### **Community Engagement**

Liaise and work in partnership with residents, local organisations and Edinburgh Council housing staff to engage with residents to encourage their participation in existing and planned community gardens.

This will include :-

- Prepare community engagement strategies
- Develop campaign materials.
- Organisation and delivery of door to door surveys and local signposting;
- Utilisation of social media;
- Liaison with Edinburgh Council housing team
- Planning & delivery of events.
- Support residents to participate in the project/s.
- Administering a GDPR compliant contact database of potential and existing participants.

### **Capacity Building**

Establish community garden groups for new gardens, and for sites where the previous community group has fallen away. This will involve giving presentations and leading public/group meetings to bring participants together.

Support community garden groups (and their supporting organisations), to build their capacity to

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manage their own gardens. This will include :-

- Supporting groups to establish unincorporated associations or SCIO to provide a vehicle for garden management;
- Supporting groups to learn how to hold successful committee meetings to discuss and decide garden policy;
- Providing training on best practice site management policies e.g. safer spaces agreements;
- Support groups to mitigate against and de-escalate conflict between members which impacts upon the health of the group and the garden.
- Where appropriate, the CGDO will provide advice and training to our Community Gardeners to support their role in working with groups.

### **Events & Workshops**

Develop and deliver a programme of activities/workshops at the gardens and other sites throughout the year, which raise awareness between groups, build capacity and increase value of gardens to their participants and wider community.

### **Garden Management**

Where necessary, in collaboration with the Project Manager provide oversight or management of community gardens. This will include sites handed over by the Council where an effective group does not exist.

Provide information, resources and support where necessary to third sector organisations who manage and support community gardens in Council estates.

### **Website & Social Media**

Line manage part-time Communications Officer (7 hours/week) to update the Edible Estates website, monthly newsletter and other media.

### **Partnerships**

Support existing, and create new partnerships with third party organisations to deliver services of value to the local community from the community gardens.

### **Funding Applications**

Where appropriate, support the Chief Executive to prepare funding applications to support community garden groups.

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## **Reporting**

Gather information (qualitative and quantitative), calculate impact and report monthly to funders including UK Shared Prosperity fund and City of Edinburgh Council

## **TEAM WORKING**

Attend team meetings as required to report, discuss and develop the project.

Collate and report workshop participation info, and monthly reports to the Chief Executive.

## **OTHER**

Provide support and direction to project volunteers.

Implement sensible and proportionate Health & Safety precautions to ensure safety of participants.

To operate within an Equal Opportunities Policy.

To carry out other reasonable duties deemed necessary by the Chief Executive.

Evening and weekend duties as required.

## **DECISIONS MADE**

The postholder will require to make frequent decisions on operational matters, decisions of a strategic nature are taken by the Chief Executive, and the Board of Edible Estates.

## **SUPERVISION RECIEVED**

Regular employee supervision and support sessions will be available the Chief Executive.

## **PERSON SPECIFICATION**

### **Essential experience, knowledge and skills**

Good general education (Advanced Highers/A-Level equivalent) and/or 3 years minimum relevant work experience relating to the role.

Positive outlook, willingness to work in all weathers, patient and tolerant.

Friendly and personable, excellent people skills.

Excellent communication skills (verbal, written, social media, presentations).

Experience of working in a community development setting.

Good project management skills and the ability to prioritise work streams.

Knowledge and understanding of urban greenspace development / community gardening.

Experience of successful partnership working.

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Experience of organising and running community events and activities.

Experience of working with community groups.

Commitment to the aims and objectives of Edible Estates.

Willingness to work some evenings and weekends as required.

**Desirable experience, knowledge and skills**

Environmental, urban greenspace or community development qualification.

Experience of working within disadvantaged urban communities.

Experience of delivering community garden / growing projects.

Experience of managing budgets and reporting to funders.

Knowledge of local area.

Experience of using Mac computers

Knowledge of climate change / sustainability issues

A full UK driving licence

Prepared October 2022.