

# The Dunton Community Garden Arts and Heritage Craft Hub

## Part-Time Project Co-ordinator

Dunton Community Garden is a volunteer-supported garden that promotes organic gardening, education, and social welfare through recreational activities to improve wellbeing. We provide facilities for recreation and leisure to people of all ages and backgrounds.

- **Volunteer-supported and managed by Trustees** Dunton Community Garden is entirely supported by volunteers and managed by a small team of Trustees. It offers a tranquil place for gardening, arts and crafts, wellbeing activity and social interaction.
- **Project Coordinator Role** The new Project Coordinator role involves planning and organizing workshops, coordinating garden activity, and ensuring a safe environment for all visitors, working with various age groups and backgrounds.

Dunton Community Garden facilities and accessibility were recently enhanced through a UKSPF Levelling Up Grant, increasing community engagement and attendance. Having received further funding from the UKSPF Culture Fund: Grow and Maintain and working with Bedfordshire Rural Communities Charity and SB Projects we are carrying out a project to establish **The Dunton Community Garden Arts and Heritage Craft Hub**. Through the hub we will promote organic gardening, traditional crafts, art, performance, social interaction and well-being with sessions held within our tranquil natural environment and inspirational space. We are looking for a self-employed creative **Project Coordinator** who can facilitate this and inspire our visitors to engage with gardening, arts or crafts as a route to develop new skills and improve wellbeing.

The coordinator will work with various age groups and backgrounds, devising and promoting and workshops that empower skill development and improve mental health and well-being. They will also help plan and co-ordinate Garden activity so we ensure a safe and welcoming environment for all.

### Who we are looking for

The ideal candidate should have experience in project management, workshop planning, volunteer support, and have a passion for gardening and the arts. They should be personable, flexible, and committed to high standards in service delivery. Thus allowing individuals to develop their potential in an environment of friendship, acceptance, and mutual support.

You will be able to enthusiastically share your passion and creativity for gardening and the arts, gently encouraging others to give it a try and get involved. You will be personable, open,

warm and sensitive to people's needs and able to tailor your approach, recognising when people would like space and peace and those who would like to chat.

Ideally, you will have experience of training and a keen interest in gardening. We will be looking to you to work alongside the current volunteers to sympathetically enhance the garden creating a haven of balance and harmony. You may have amassed this experience from working as a volunteer, as a gardener or in a garden centre, and understand the importance of a natural, chemical free environment.

### **The role of Dunton Community Garden Arts and Heritage Craft Hub Project Co-ordinator**

You will take a lead on the implementation of the project.

You will plan, promote and organise events and workshops. These will include learning about gardening, traditional crafts and performances, with mindful activity to support mental health and wellbeing.

You will support the ongoing care of the garden, carrying out any relevant risk assessments and ensuring that is a safe, welcoming place for all to enjoy.

You will promote the project and co-ordinate workshops, events and performances, liaising with tutors, performers and participants, dealing with administration as required.

You will advance the Garden as a welcoming space for individuals of all ages, backgrounds, and life experiences. Whether they are novice or experienced gardeners eager to engage in hands-on activities, or seek inspiration for various artistic endeavours, the Garden will serve as an inclusive sanctuary.

You will involve community members in the planning, development and supporting the evaluation of the activities, including collecting data, facilitating regular project and garden meetings to assist in the development of best practice.

We work with a number of Partners and will look to you to support communication and promote the work of Dunton Community Garden Art and Heritage Craft Hub to all interested groups and partners.

As this is a new post, we feel that it's impossible to anticipate all the tasks that will be required, so we are looking for a positive, flexible person that can undertake other appropriate tasks which are commensurate with skills of this role.

### Person Specification

<b>Knowledge and Experience</b>	
Experience of Project Management	Essential

Experience of planning and managing workshops and events	Desirable
Experience of group work and facilitating land-based activities	Desirable
Knowledge of land management and organic horticulture	Desirable
Interest in and experience of different art forms	Desirable
Experience of supporting volunteers, and/or working with or within a charity, small business or enterprise	Desirable
Experience of administrative processes for workshops and events	Desirable
Experience of performing risk assessments for activities	Desirable
<b>Skills and attributes</b>	
Passionate about enabling people to engage with the natural world in a way that is meaningful to them.	Essential
Excellent communicator and good IT skills (including email, MS Office and social media)	Essential
Self-sufficient and motivated, with good organisation skills including time management	Essential
Able to motivate people to be active, positive and constructive	Essential
Calm, strong and positive approach in dealing with all stakeholders	Essential
Able to work flexibly within a team, adapting to organisational priorities as needed	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Gardening, Art or therapeutic qualification	Desirable

## Terms & Conditions

This is a self-employed contract to support the delivery of the project for 10 months at Dunton Community Garden, starting as soon as possible.

The Garden will be your usual place of work, attending as necessary (usually least 4 hours a week). There may be some flexibility around additional hours, when you are not carrying out customer facing duties.

Line Manager: Dunton Community Garden Art and Heritage Crafts Hub Project Manager.

You may be required to work the occasional weekend / evening.

Working Hours: 10 hours per week for 42 weeks

You may be working with vulnerable people so attendance at safeguarding training sessions and a clear DBS check are required for this position.

Contract fee: £20 per hour (the applicant will need to maintain their own National Insurance and Tax records and liabilities).

### **Interested?**

Please email an up-to-date CV and covering letter to [info@duntongarden.org](mailto:info@duntongarden.org), and referring to the person specification, tell us why you'll be perfect for this role.

Closing date is 31<sup>st</sup> March, interviews will take place on the 4<sup>th</sup> April.

If you require any further information about the Garden, please see our website:  
<https://www.duntongarden.org>. If you have further questions about the role, please contact us on 0777160281 or email [info@duntongarden.org](mailto:info@duntongarden.org)

Thank you for your interest.