



## **Cultivating Community Employment Information Kit Administrations Assistant**

12 hours per week

Projected commencement of employment mid May 2008

Contains:

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For more information call Ben Neil 0404 255 317

Applications close on 14<sup>th</sup> April 2008 and should be addressed to Cultivating Community P.O Box 8 Abbotsford 3067 or emailed to [ben@cultivatingcommunity.org.au](mailto:ben@cultivatingcommunity.org.au)

Applicants need to be available to start mid to late May 2008

## **1. ABOUT US**

### **Cultivating Community**

Consisting of a management committee, paid workers and volunteers, 'Cultivating Community' is a not-for-profit organisation that has grown out of supporting the community garden projects in inner-city public housing estates. It has evolved into an organisation to promote and support the development of community garden projects across the entire community. Access to such a basic resource as soil is limited in the densely populated inner-city; hence community gardens are extremely popular with long waiting lists commonplace. The only real solution to reducing waiting lists is to create more community gardens - every suburb needs one.

### **More gardening more often**

We envisage a thriving network of community gardens in Public Housing Estates and other community areas throughout Victoria. We see the development of a practical and transferable model of set-up, training, follow-through and evaluation that will ensure the long-term sustainability of the gardens. We want to focus on community building through gardening and environmental projects in order to work more closely with a wide range of people to enrich their quality of life. Our work is based around encouraging the development of sustainable agricultural practices in urban areas and promoting the cultural richness of food, plants and people through community gardens.

### **Our Purpose**

Cultivating Community engages people in activities relating to plants and food that share skills and knowledge, improve their health and wellbeing and increase their sense of community and connectedness with those around them.

### **Cultivating Community Objectives**

1. To cultivate community through the development of community gardens.
2. To foster the development of sustainable agricultural practices in urban areas.
3. To develop a transferable model of set – up, training, maintenance and evaluation ensuring the long-term sustainability of the gardens.
4. To facilitate information and resource sharing among community gardeners.
5. To promote the cultural richness of food, plants and people through community

## **2. ABOUT THE POSITION**

Cultivating Community is responsible for the management of 14 community gardens on public housing estates across Melbourne. The gardens function around principles and practises of environmentally sustainable horticulture and waste management. Cultivating Community is committed to grass roots community development and is working alongside public housing residents/plot holders to achieve long term goals of tenant empowerment and self management for the community garden projects.

There are presently a total of 560 plots available for use by public housing residents on the relevant estates.

The role in this is to provide administrative assistance to this project.

### **2.1 History of the Department Human Services Community Gardens Program**

Just over eight years ago the Office of Housing created a new position within its department for a Coordinator of Community Garden Projects.

The primary role of this position is to support and develop community gardens within the public housing community in Melbourne and major regional centres. A number of new community gardens and other initiatives are being developed and funding has been provided to facilitate the process of these projects.

In 2000 Cultivating Community successfully tendered with the Office of Housing to employ a Community Garden Project Worker. This funding was increased in 2002 and we employed another worker on a part-time basis.

On the 20<sup>th</sup> June 2002 Cultivating Community successfully tendered with the OOH to manage a total of fourteen community gardens located on public housing estates. For the first time all public housing gardens would be managed by one organisation. The OOH project is one aspect of Cultivating Community's work; others include our Edible Classrooms project that works with schools growing food with children, running 2 community fruit and vegetable markets, building Community Gardens and developing local food networks and policies with City of Yarra.

### **2.2 Resources**

**Travel** – Vehicles are available for staff and are available on a booking basis.

**Office** – The administrative base is located at 240 Wellington St Collingwood.

**Award** – Cultivating Community Enterprise Agreement 2005.

**Salary** – SACS Award Level Two B Community Development Worker. Salaries range year 1 to 5 depending on experience. (Inc holiday and sick pay pro rata)

**Length of contract - Permanent**

### **2.3 key selection criteria**

Cultivating community is looking for someone with:

- Demonstrated experience in MYOB, ACCESS and WORD
- Able to type at 80-100 words per minute
- Experience in website management
- Experience in general administration tasks
- A self-motivated approach to work, able to work with minimal supervision and meet deadlines.
- Experience in working with people from a non English speaking background.
- A current Victorian Drivers Licence is preferable.(must be able to drive a manual )

**Please address all points of the key selection criteria in your application.**

### **3. POSITION DESCRIPTION**

**POSITION TITLE:** Administrations Assistant

**AWARD:** Cultivating Community Enterprise Agreement 2005.

**CLASSIFICATION:** Community Development Worker

#### **3.1 POSITION OBJECTIVE & OTHER DUTIES:**

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##### **. Project Objectives/ Key Responsibilities**

- Responsible for Data entry and management of ACCESS.
- Responsible for Data entry in MYOB and associated reporting.
- Correspondence management.
- Assist Program coordinator and Garden workers in general admin.

Ensure good public relations and promote a favourable image of Cultivating Community and community gardens in all contacts with the public and outside organisations.

To attend Cultivating Community Meetings as requested.

### **3.2 ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Chief Executive Officer

**Internal Liaisons:** Community garden workers, Chairperson and/or Committee members as required

**External Liaisons:** Office of Housing Tenancy Services Community Garden Manager, estate tenants, community groups, agencies, organisations and general public.

### **3.3 ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The authority and freedom to act in the position is subject to Cultivating Community objectives, policy guidelines and budgetary constraints for the position.

### **3.4 INTERPERSONAL SKILLS**

The Community Garden Project Worker should have demonstrated interpersonal skills including the ability to communicate effectively with members of public housing communities and a community based committee.