



## **Cultivating Community Employment Information Kit**

Community Garden Team Leader

32 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)

## **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 that promotes and supports 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 21 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 co-management for the community garden projects.

There are presently a total of 780 plots available for use by public housing residents on the relevant estates.

### **2.1 The Department Human Services and Community Gardens**

Just over eight years ago the Department of Human Services 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 Department Human Services 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 Department Human Services 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 Department of Human Services 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 Community Garden Team Leader Duties**

### **Guiding Principles**

- To assist the delivery of the Community Garden project by supporting Community Garden Support workers.
- To ensure service delivery standards and reporting requirements are met.
- Promote and articulate philosophy of inclusiveness through tenant consultation and fair decision making processes.
- Collaborate with other community organisations/ agencies, schools, businesses and individuals.
- Promote and articulate philosophy of organic and sustainable garden practices. community development and capacity building, inclusive processes, consultation, tenant empowerment and management
- Promote and support community development and capacity building by providing opportunities for skill development building toward greater tenant management.

The Community Garden Team Leader Position is a combination of team leader duties and Community Garden Support Worker duties. The successful applicant will lead the project and ensure service delivery standards are met; in addition they will work in a number of Community gardens providing support to the gardens and residents that use them.

Although working in communication with the chief executive officer, the Community Garden Team Leader's day to day work is largely self directed.

## **2.3 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. The employee will be provided with a mobile phone for work use.

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

**Salary** - Community Services Award Level Two (b) Community Development Worker. 32 hours a week. Salaries range will depend on experience.

**Length of contract** – 18 months and then ongoing dependant on funding.

## **2.4 key selection criteria**

Cultivating community is looking for someone with:

- A passion for working with people and nature.
- Demonstrated experience in managing small teams of staff.
- Demonstrated experience in compliance reporting.
- Demonstrated experience in working and networking with a broad range of community groups, associations and individuals
- Demonstrated community development experience (or thorough understanding of community development concepts).
- Experience in planning organising and managing community based events and promotions.
- Demonstrated knowledge of horticulture/food production principles. (Emphasise on organic practices).
- 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.
- Demonstrated abilities in coordinating volunteer workers.
- Knowledge, skills and experience in word processing, some knowledge of access and general admin tasks.
- A current Victorian Drivers Licence is essential.(must be able to drive a manual )
- Current First Aid Certificate would be an advantage.

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

**3. POSITION DESCRIPTION**

**POSITION TITLE:** Community Garden Team Leader

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

**CLASSIFICATION:** Community Development Worker

**3.1 POSITION OBJECTIVE & OTHER DUTIES:**

To work with the Chief Executive Officer of Cultivating Community, community garden support workers, volunteers and Department of Human Services staff to support a variety of community garden projects.

**Project Objectives/ Key Responsibilities**

**A. Provide a leadership role for the Community Gardens Project**

- Comply to all Department of Human Services reporting requirements.
- Program review and planning.
- Conduct Annual Community Garden review for each garden in conjunction with Community Garden Support workers.
- When necessary provide support around conflict management.
- Explore possible additional dependant on the need of individual Community Gardens.
- Review and monitor resources of the program.
- Provide peer supervision and support to Community Garden Support workers.
- Asses training needs of the program and Community Garden Support workers.
- Induction of new staff (includes IT).
- Coordination of quarterly Manure orders.
- Monitor updating seasonal gardening notes.

**B. Provision of services to Community Gardeners:**

- Provide horticultural advice to tenants.
- Work in an autonomous self-directed capacity while in the gardens.
- Responsible for plot allocation and waiting list management. Assist with fee collection.
- Act as appoint of contact for general inquires
- Ensure community garden rules and guidelines are adhered to and that fair and equitable processes are implemented promptly.
- Assist tenants in maintaining garden cleanliness, arrange working bees.
- Assist with compost making ordering materials etc
- Direct and supervise volunteers, work experience students and others.

**B. Support the development of gardens and tenant management:**

- Encourage and facilitate greater tenant participation and management.
- Consult and support tenants in designing/commenting on garden improvements and upgrades.
- Link garden communities across estates, sharing ideas, issues etc.
- Be responsible for garden fees, garden budgets and garden related purchases in line with approved organisational budgets and maintain records of transactions.
- Identify areas of need and provide education, training and skill development relating to horticulture and garden resource management.

**C. Promotion of community gardens and community activities:**

- Support local initiatives promoting and using the gardens as a focus of community development for public housing residents.
- Seek alternative funding sources to enhance the local garden maintenance, management and community development initiatives.
- Develop relationships and work in partnership with all community stakeholders, i.e. local government, PHAP agencies, tenant groups, schools and local businesses.
- Co-ordinate and manage all aspects of special projects, garden events and excursions.

Ensure the maintenance of cleanliness, tidiness and safety standards within all aspects of the position.

Work in a safe manner and report to cultivating Community and THE Department of Human Services any unsafe practices and conditions.

Provide first aid care when required.

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 Committee of Management meetings as requested.

### **3.2 ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Chief Executive Officer

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

**External Liaisons:** Department of Human 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 Team Leader should have demonstrated interpersonal skills including the ability to communicate effectively with members of public housing communities and a community based committee.