

Cobham Community Garden Job descriptions

Head Gardener

Be knowledgeable about growing – principally vegetables and fruit – and share this. Manage all aspects of growing things in the Garden, such as:

- Produce the annual planting plan
- Source materials (seeds, plants, compost, etc.)
- Plan and organise the annual cycle of work
- Participate in the work
- Guide other volunteers
- Liaison with Cobham Garden Club

Ensure an appropriate stock of maintained gardening equipment

Participate in managing the budget of the organisation (in conjunction with the Business lead)

Business leader

Lead the non-gardening aspects of the Community Garden enterprise, for example:

- Manage the Opening rota to ensuring garden open sessions are covered
- Manage/Chair Directors meetings
- Organise events – Participation in Heritage Day, Farmers Market, etc or establish this role separately
- Manage personnel matters (Volunteer hours, enrolment, etc.)
- Coordinate other roles to ensure coherent activity & output.

Manage the budget of the organisation (in conjunction with the Head Gardener)

Ensure appropriate marketing of the garden for volunteer recruitment, produce sale, events, etc.

Garden Session Leader

- Be responsible for opening the Garden, appointing tasks to attending members and performing gardening tasks. We open the Garden for four 2 hour sessions per week but you could cover as many as you wish (Thursday & Saturday 10-12 & 2-4pm.)
- Make sales of produce from the Garden to members & visitors. Hold a cash float.
- Some basic gardening experience would be helpful but not essential. We can give full guidance on what tasks need doing and how to do them.

Market Stall manager

Run the stall at the monthly Farmers Market & Cobham's annual Heritage Day. Organise additional people to help operate the stalls.

- Plan and arrange to pick produce in advance / on day
- Transport, build & dismantle stall & produce
- Engage with market organiser
- Notify members & social media of event
- Operate the stall and manage cash.

Preserves maker(s)

Enjoy turning excess produce into Jam & Chutneys

Handyperson

Maintain & enhance the Garden infrastructure; sheds, greenhouses, water system, etc.

Grass cutter

Appropriate cutting of grass and bed edges, particularly prior to Garden events.

Marketing / Promotion

Promote the Garden and its activities widely & appropriately – both generally & for specific events.

- Manage website
- Produce / edit editorial content (e.g. Look Local articles, etc.)
- Social media
- Notice boards
- Market research – what should the Garden be doing?
- Produce classified adverts if appropriate
- Outreach to other organisations (e.g. Mary Frances Trust, CDRA etc.)

Committee members

Contribute to the management of the Garden, attend monthly committee meetings (10-11 PA)

Take on ad-hoc limited term roles & activities as appropriate

Young person liaison

Engage with local youth groups, build relationships, develop activities in the Garden & facilitate visits

e.g. Guides, Scouts, ACS, Free School, Children's Centre, Oasis, DofE groups, Elmbridge play scheme