

JOB DESCRIPTION

Job Title: Project Worker

Reporting to: Sow the City Director

Grade/Salary: £19-23K pro rata (based on experience & qualifications), 0.6 FTE

Hours: Part time 3 days a week. May include some weekends and evenings.

Contract: Fixed Term for 6 months

Probationary Period: 8 weeks

Location: Based at Sow the City office, Manchester City Centre

Do you have the skills and enthusiasm to teach communities how to grow their food?

Do you have experience of successful partnership work?

Do you want a varied and rewarding job?

Background to the Role

Sow the City is a small, dynamic and growing social enterprise based in Manchester. We have over eight years of experience delivering projects across the city to improve local communities and build a healthier city where everyone can grow their own food.

We provide a range of services to Local Authorities, schools, housing associations, the NHS, and the private sector including workshops, events, corporate volunteering, consultancy, landscape design, consultancy and research. More information can be found at www.sowthecity.org

We have a passion for what food growing can achieve and the issues it can help address, ranging from addressing food poverty to boosting the health and wellbeing of individuals and the community. To do more of this we need your help!

You will be responsible for providing a busy programme of horticultural training and community development work, sharing your knowledge and passion for the environment and urban agriculture.

Our office is based in the Northern Quarter in the City Centre but we work across Greater Manchester with occasional work elsewhere in the UK.

For an informal chat about the post, please contact Jon Ross, Sow the City on 0161 465 6954 or email jon@sowthecity.org.

Application is by CV and a covering letter explaining how you fit the job description and person specification. Please limit both documents to no more than 2 sides of A4 each. Submit the application via email to info@sowthecity.org. **Closing date for application is midday on 27th March 2017.**

The role of the Project Worker will be to:

- Provide food growing and horticultural workshops for people in a variety of settings including schools, community projects and health centres.
- Maximise the opportunity for people to appreciate and learn more about growing food and its benefits.

Sow the City works with a diverse range of groups through our various programmes including children, adults, people with learning disabilities, BME groups, people suffering with mental health conditions etc.

You will be based at our office but there will be plenty of opportunity to do hands on environmental community work visiting community/ health projects and school gardens across the city as well as opportunities to get involved with running and building up the social enterprise itself.

Occasional weekend and evening working will be required and a TOIL system will be used to take account of this.

Sow the City has funding secured for this post until Nov 2017 but we hope to be able to extend this role into a permanent and potentially full time post if more funding becomes available.

Specific responsibilities

- Plan, prepare lesson plans and teach food growing and horticulture sessions including tailoring teaching to differing abilities and backgrounds.
- Teach more specialised food and health related sessions depending on knowledge and levels of experience e.g. composting, wildlife, nutrition, preparing food.
- Work closely with partner organisations including Local Authorities, Registered Social Landlords, NHS and the voluntary sector to increase their involvement and improve awareness of Sow the City projects and their benefits.
- Manage and organise a diverse workload with multiple clients and locations and meet project deadlines.
- Document, monitor and evaluate your work in line with our funding requirements.
- Contribute to identifying and secure funding opportunities.
- Help run Sow the City including administration and marketing.
- Work closely with other members of the Sow the City team and help with other projects and tasks as required which are commensurate with the grade of the job.
- Undertake informal and formal training as agreed.

Key responsibilities – all staff

- To be aware of the mission statement of Sow the City and our policies and procedures.

- To undergo appropriate checks including an enhanced DBS check.
- The post holder will be subject to performance objectives agreed every 6 months.

Additional Information

- The role will require the successful candidate to work flexible hours including evenings and weekends.
- Full driving licence for a minimum of three years and use of own car essential.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of designing and running workshops. • Working with wide range of people for example children, vulnerable adults and volunteers. • Networking and building new relationships. 	<ul style="list-style-type: none"> • Experience of working in or with the community or voluntary sector. • Experience in fundraising or writing funding bids. • Experience of managing volunteers. • Experience of community development and capacity building.
Qualifications & Knowledge, Skills & Personal Attributes	<ul style="list-style-type: none"> • A strong interest in horticulture or food growing with proven skills. • Organised and able to manage a diverse workload. • IT literate: Microsoft Word, Excel. & PowerPoint. • Excellent communication skills, both oral and written. • Proactive, self-motivated, can-do attitude. • Good time management skills. • Quality focussed in all aspects of work. 	<ul style="list-style-type: none"> • A relevant professional qualification in horticulture or food growing. • Financially minded – capable of preparing financial plans and proposals. • Project management skills. • Social media, graphic design and/or web content management skills.