



**LOTTERY FUNDED**

Federation of  
**CITY FARMS**  
& COMMUNITY  
**GARDENS**



**Re: Project Officer (Growing Resilience)**

Dear applicant,

Thank you for your interest in this post.

Please find enclosed some background information and other details to help you decide whether to apply for the position, along with a job application form on which to apply. In the interests of equality CVs will not be accepted. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

**Enclosures:**

- Background information
- Job description
- Person specification
- Application form
- Equal opportunities monitoring form

Should you wish to apply, applications can be submitted either by post to the Bristol address below or by email to [hradmin@farmgarden.org.uk](mailto:hradmin@farmgarden.org.uk). Please note that the closing date for receipt of applications is **Midday on Wednesday 26 April 2017**.

If you wish to have an informal discussion about the post, please contact [susan@farmgarden.org.uk](mailto:susan@farmgarden.org.uk) or call 07738 921719. For general information please call 0117 923 1800.

Yours faithfully,

**Susan Lynn**

Northern Ireland Development Coordinator

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Charity Number 294494 Company Number 2011023

**March 2017**

## **Background information**

FCFCG was established in 1980 by community managed farms and gardens to provide a support network and representative body. Community growing has become increasingly popular and today there are more than 2,500 community farms and gardens and an extensive community growing sector, with more groups being established all the time. The Federation's membership currently stands at more than 600 groups.

FCFCG supports these community groups to reach their full potential, primarily through the provision of advice, training, networking and information resources. Within each UK country (and across the UK as a whole) we help shape the context within which our members work by promoting the benefits they offer and acting as a voice for the sector. We also work to influence future policy and funding programmes, from which many of these groups and their communities will benefit now and into the future.

### **Why has this role been created?**

Through close ties and understanding of the needs of community growing groups, FCFCG have co-produced a two-year programme of training and support to community gardens across Northern Ireland – called Growing Resilience. This project will improve the long-term resilience of geographically dispersed growing groups, thereby contributing to the sustainability of vibrant local communities. With funding from the Big Lottery Fund this new role will deliver on the aims and objectives of the Growing Resilience project.

Networking between groups is vital to this project, and the Project Officer will play a key role in facilitating this network.

### **How we are structured**

- FCFCG is a registered charity governed by a Board of up to twelve trustees (charity Trustees are also the Company Directors), comprising elected representatives from city farms and community gardens.
- The Director has overall responsibility for the management of the charity, supported by the Assistant Director.
- We currently employ 6 part-time staff at the head office, and a further 24 part-time colleagues across the UK, providing a range of resources, training and networking opportunities to our 600+ members from 9 offices across the UK.

## Federation of City Farms and Community Gardens

### Job Description: Project Officer (Growing Resilience)

**Reporting to:** FCFCG NI Development Coordinator  
**Hours:** 4 days (30 hours) per week, to include Tuesdays  
**Duration:** Fixed term contract to 28 February 2019

#### Job Purpose:

- To support delivery of the Growing Resilience project, a two-year programme facilitating peer-to-peer skills share, training and support to community growers across Northern Ireland to build capacity and improve their long-term viability.
  - Represent FCFCG and promote community growing to external bodies, partner organisations and the general public.
- 1. Support the sustainable development of community garden projects through the Growing Resilience skills share framework**
    - Coordinate the formation of a self-sustaining Northern Ireland wide network of community growers, including research, support, planning and delivery of network events.
    - Support the network with the planning and delivery of an end of project conference.
    - Deliver workshops to Growing Resilience groups to support the delivery of skillshare sessions.
    - Support projects to become embedded, resilient and connected, through identification and collaboration with local partners e.g. Local Authorities, Schools, Health Trusts etc.
  - 2. Facilitate development of community growing groups in Northern Ireland.**
    - Develop partnerships with local and regional infrastructure organisations, authorities and agencies to help deliver the work of FCFCG in Northern Ireland.
    - Plan, organise and deliver additional events as requested to promote the work of FCFCG in Northern Ireland.
    - Maintain a good knowledge of FCFCG membership and similar groups in the region to encourage networking and the sharing of good practice.
    - Represent and promote the Federation in Northern Ireland to external bodies, partner organisations and the general public.
    - Provide information, advice, signposting and practical support to community growing groups, on-site and by telephone/email/social media/digital marketing.
    - Identify and recruit new groups into FCFCG membership.

- Promote ideas and examples of good practice in community growing through information resources and at events, conferences, meetings and presentations.
- Maintain close links with other organisations with an interest in community growing, organising joint events and other activities where appropriate.

### **3. Communications, Resourcing and Administration:**

- Through liaising with information colleagues, manage communications for Growing Resilience and FCFCG in Northern Ireland by maintaining a strong media presence, especially social media, e-bulletins and the FCFCG website and through promotion at relevant events.
- Maintain centralised database records of community growing groups and activities delivered within your area of responsibility to support monitoring and evaluation.
- Regularly monitor project delivery against agreed targets, outcomes and timescales and prepare progress reports for funders and management as required.
- Keep FCFCG's online database up to date with work carried out and contacts.

### **4. General duties:**

- Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.
- Work effectively and considerately with other FCFCG employees and volunteers to promote the aims and objectives of the Federation and present a positive image of the FCFCG to members and the public.
- Abide by FCFCG's policies and endeavour to follow good working practice at all times.
- Undertake such other duties as may be reasonably requested by your line manager or the FCFCG Director, including completing appropriate training.

### **Further information:**

<b>Salary:</b>	Grade E NJC Pt. 29-32, (£25,951 – £28,485) pro rata, based on a 37.5 hour week
<b>Hours:</b>	4 days (30 hours) per week to include Tuesdays; actual hours by arrangement with your line manager. Occasional unsocial hours and weekend work will be required.
<b>Pension:</b>	5% of salary for standard contracted hours following successful completion of a three-month probationary period.
<b>Holiday:</b>	25 days' annual leave pro rata plus bank holidays, by arrangement with your line manager.
<b>Location:</b>	Belfast, with regular travel throughout Northern Ireland. There will be occasional travel to Bristol and other parts of the UK.
<b>Contract:</b>	Fixed term to 28 February 2019

**Support:** Regular work review sessions will be held with your line manager. Contact with other members of the FCFCG team will be via email, telephone conferencing and at team meetings or other ad hoc, face-to-face meetings as required.

## Person Specification: Project Officer (Growing Resilience)

General Criteria	Specific Requirements	Level required: E = Essential D = Desirable	How Assessed: A = Application I = Interview
<b>1. Qualifications</b>	Qualification to degree level or equivalent	D	A
<b>2. Practical experience</b>	Minimum three years' experience of working in a community development and project organisation role	E	A + I
	Minimum two years' experience of developing and delivering training/support to build capacity and skills within communities	E	A + I
	Minimum one years' experience of developing/managing a network	D	A + I
	Delivering project outputs and outcomes within budget and to schedule	E	A + I
	Facilitating communications and networking between dispersed groups	D	A
	Managing volunteers	D	A
	<b>3. Knowledge</b>	Knowledge of alternative approaches to developing and delivering training to build skills and capacity	D
Understanding of outreach techniques		E	A + I

	Understanding of community development and volunteering	E	A + I
	Understanding of federated and membership organisations	D	A + I
	Knowledge of the community growing movement and associated initiatives in Northern Ireland	D	A + I
	Excellent verbal and written communication and interpersonal skills, including presentations and networking	E	A + I
	Excellent organisational skills, including good time management	E	A + I
<b>4. Skills</b>	Ability to write clear, informative and engaging reports for both internal and external audiences	E	A
	Excellent ICT skills, including a good working knowledge of Microsoft Office,	E	A
	Minimum one years experience of managing communications channels, including social media, newsletters and websites in clear and engaging style	E	A + I
	Self-motivated and able to display personal initiative, whilst working effectively as part of a team	E	A + I

	Able to take strategic overview, whilst simultaneously maintaining attention to detail	E	A
<b>5. Personal attributes</b>	Flexibility and consultative, collaborative approach to achieving objectives	E	A + I
	Committed to ethos and practice of community development	D	A + I
	Innovation, strategic thinking and creativity.	E	A + I
	Strong team work and relationship building skills.	E	A + I