



BLOOM SHEFFIELD

Community Garden for Women

Community Gardening Lead

Job Details

Title: Community Gardening Lead

Company: Bloom Sheffield CIC

Salary: £24,000 pro rata

Hours: 30 hours per week, flexible, however some weekend delivery is essential

Contract: Fixed term for 12 months, possible extension dependant on funding

Responsible to: Director

Responsible for: Volunteers (during sessions)

Locations: Our gardens are at Heeley and Meersbrook Allotment, S8 9HY and Wortley Hall, S35 7DB you can find out more about our gardens [here](#). Our office is based in our shop on Chesterfield Road, S8 0RY. Some remote working is also possible.

Our jobs, like our gardens, are open to all women and non-binary people, we are a trans-inclusive organisation.

Key Dates

Information session: Thursday 4th January 2024 (more information below)

Application deadline: 9am on Wednesday 10th January 2024

Interview date: Week commencing 22nd January 2024

About Bloom

Bloom Sheffield is a community flower garden for women and non-binary people that promotes positive mental health through therapeutic horticulture. We aim to improve mental health and wellbeing, reduce social isolation and teach and share new skills.

Find out more about us [here](#), or on Instagram [here](#).

Who we're looking for:

We are looking for a Community Gardening Lead who will be responsible for planning and delivering our Gather & Grow sessions each week. Our Gather and Grow sessions are weekly gardening get togethers for fun and friendship, they last for 3 hours and are open to all women and non-binary people. They will take place across our 3 community gardens.

As well as our regular Gather and Grow sessions, Community Gardening Lead will seek to develop new partnerships with other charities and voluntary organisations across the city, promoting Bloom Sheffield and working collaboratively to offer bespoke sessions at our gardens for their service users. Previous partners have included Mums in Need, Snowdrop Project, Refugee Council and Artworks.

Responsibilities of the role:

- Plan, prepare and deliver three Gather & Grow sessions per week (including at the weekend)
- Manage attendees and record attendance data
- Schedule, manage and supervise volunteers needed for the Gather & Grow sessions
- Measure and evaluate the impact of the sessions ensuring all data is collated and ready to feedback to funders and other stakeholders
- Attend outreach and networking events in order to promote Bloom Sheffield
- Research and develop new relationships with community groups and charitable organisations in the city to acquire new partners
- Deliver bespoke sessions with partner organisations putting the needs of their clients as the focus
- Communicate clearly with the team, volunteers and outside organisations

In addition to your core responsibilities, you will also be required to support the team with other tasks and responsibilities as we change and grow as an organisation together.

Things we are looking for:

- Confidence in gardening and a willingness to learn new skills

- Experience of planning and facilitating groups
- Confidence in managing and supervising volunteers
- Experience of working with a wide range of people with varying needs
- A good knowledge of community organisations and healthcare provisions across Sheffield
- Ability to manage your own time and workload effectively and productively
- Ability to adapt, be flexible and work closely within a small team
- Confidence in contacting partners and community organisations by phone and email
- Must be physically fit and willing to work outdoors in all weather conditions
- A full clean driving licence and access to a vehicle is highly desirable

Please use the application form to tell us about yourself, your experiences and how you will fit into the role. We don't expect you to have all the qualities outlined above and will encourage and support you to develop your skills through both in house and external training. We value volunteering, educational and lived experience as well as paid work.

Things you can expect from us:

- A welcoming, friendly and supportive team environment
- An induction process to help you ease into the role
- All equipment you will need to fulfil the role
- Access to training and support wherever you need it
- Regular one-to-ones
- Flexible working
- 3% Pension contribution
- 28 days holiday pro rata

Find out more

We are holding an online information session regarding the role on Thursday 4th January at 6pm. This is an opportunity to meet some of the team, get an overview of Bloom Sheffield and the role and ask any questions you may have. If you want to attend please sign up via [this form](#).

If you cannot attend, please feel free to email Kendall on kendall@bloomsheffield.com to ask any questions you may have or request an informal chat on the phone.

Equal Opportunities Statement

Our jobs, like our garden, are open to all women and non-binary people, we are a trans-inclusive organisation. We believe in embracing diversity and creating an inclusive workplace for all employees to thrive. We value lived experience at all levels of our organisation.

We are happy to make reasonable adjustments to the recruitment process for candidates that have an impairment, disability, or learning difference. If you would like to discuss alternative application and interview formats, or any support you need, please get in touch with Kendall on kendall@bloomssheffield.com.

How to apply

You will need to complete the online application form [here](#). The first set of questions asking your personal details will be removed from shortlisting so that the process is anonymised. This information will be used only to contact you regarding your application or as data to inform and improve our application processes and reach in the future.

You will then be asked to answer the following five questions:

- Tell us about your experience of planning and facilitating groups and/or workshops
- Tell us about your experience and passion for gardening
- Describe your experience of working with people with varying needs
- Tell us about your experience of outreach and/or work in the voluntary sector
- Tell us what else you think we should know about you

The answers you provide for these questions will be used to shortlist candidates for interviews.

If you would prefer to send a short (5 minute) video answering the above questions you can do by emailing it directly to Kendall on kendall@bloomssheffield.com

Interviews will be held w/c 22nd January at our shop on Chesterfield Road (S8 0RY) We know interviews can seem daunting but this is an invitation to a conversation about yourself, Bloom Sheffield and the role. Not a test to catch you out or trick you. We will send you the interview questions in advance so that you will have time to prepare.

Whatever the outcome we will email all applicants informing them of our shortlisting decisions by Friday 19th January 2024.