



Job Description

Volunteer and Community Garden Co-ordinator

Working 1 day a week / 7.5 hours

Salary: £23,500 pro rata

Fixed term 2 year contract from 5 August 2024

Reporting to the Artistic and Business Director

About People Speak Up

People Speak Up (PSU) is a social, arts, health, mental-health, and well-being community organisation that connects people and creates healthier and resilient communities through storytelling, spoken word, creative writing, volunteering, training, and participatory arts.

We are a registered charity (1193117) based at the Ffwrnes Fach, Llanelli's Arts, Health and Well-being Hub in Llanelli town centre and working across South Wales.

We are funded by the Arts Council of Wales, trusts and foundations and through commissions by health boards and local authorities.

People Speak Up was founded by Artistic and Business Director Eleanor Shaw in 2017 and is growing rapidly so we are expanding the team with the introduction of this new position for a fixed term in line with our confirmed funding.

Read about PSU and our current projects www.peoplespeakup.co.uk

Watch a short video about who we are and what we do <https://bit.ly/AboutPSU>

The role

This is a new position which has been created as a result of a successful grant application to fund for a one day a week, or equivalent, volunteer and community garden co-ordinator.

People Speak Up received funding to set up a community garden at the Ffwrnes Fach in Llanelli Town Centre. To date this has been run by the staff team and volunteers. As the garden has begun to grow in size we now need someone to look after it and co-ordinate the volunteers who support it's care and the work of People Speak Up across the organisation.

The garden is a wellbeing garden, growing herbs, fruit and vegetables and native flowers to encourage pollinators into this urban area.

It is a sanctuary for people of all ages, backgrounds and life experiences to enjoy, whether they are novice or experienced gardeners wanting to get their hands dirty or

people looking for a peaceful place to relax, write, draw and support their mental health and wellbeing.

Working one day a week, or 7.5 hours split across the week, you will take a lead on the planning, preparation, planting and ongoing care of the garden, ensuring it is well maintained, and a safe, welcoming place for all to enjoy.

You will maintain all equipment, planting structures and be responsible for ensuring health and safety procedures are put in place and adhered to.

You will take a lead on the recruitment, training and ongoing support of volunteers for the garden and across the organisation.

This will include inducting volunteers to the organisation, arranging safeguarding training, health and safety training sessions and arranging DBS checks.

Volunteers earn Tempo Time credits <https://wearetempo.org/> as part of a reward and recognition scheme for the invaluable work they do within their communities. You will manage the scheme for People Speak Up, recording the hours and number of credits for each volunteer and supporting people to claim them.

You will be working with young people, older people and vulnerable people so attendance at safeguarding training sessions and a clear DBS check are essential for this position.

About you

A love of gardening is essential! You will be able to enthusiastically share your passion for planting and gently encourage others to give it a try and get involved. You will be personable, open, warm and sensitive to people's needs, able to tailor your approach, recognising when people would like space and peace and those who would like to chat.

We will be looking to you to provide the expert knowledge, you may have worked as a gardener, in a garden centre, with either formal training or amassed plenty of experience maintaining a garden in a natural, chemical free environment.

You will have ideally led a volunteer team before and have experience of managing volunteers and their training or transferable skills from supporting an apprentice or similar.

You may be, or have been, a long-term volunteer yourself.

We are striving to become a bilingual company and support the Welsh Government's target of a million Welsh speakers by 2050. The ability to speak and write basic Welsh would be desirable. Being actively engaged in improving your Welsh is essential.

If you are a fluent Welsh speaker, even better.

To apply

Please send your CV and covering letter or a short video*, maximum of 5 minutes, giving examples to explain how you meet the specifications of the role, to Eleanor Shaw eshaw@peoplespeakup.co.uk

Applications can be submitted in English or Welsh.

*If you are sending a video please email Eleanor first with your contact details and CV if you have one. Video files are often too large to email so please send it by Wettransfer or similar to ensure it reaches us. Videos can also be sent by WhatsApp to Eleanor on

07972 651920 please include your full name so we can match it to your email. Please contact us if you need help to do this.

Deadline for applications: 9am Monday 15th July 2024.

Shortlisted candidates will invited to meet Eleanor for an informal conversation and tour of the garden and Ffwrnes Fach on Monday 22nd July at Ffwrnes Fach, Park Street, Llanelli SA15 3YE. Please let us know in your application if you are not able to make this date.

People Speak Up wants to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of applicants to help us to encourage equality and diversity in our recruitment process.

We ask you to help us to do this by completing this anonymous equality and diversity monitoring form. Completing the form is voluntary and the information provided will be kept confidential and only be used for monitoring purposes.

<https://forms.gle/a4ZNhPhkrvbadR6e7>