

## The Green Backyard is recruiting!

We are seeking a team member who:

- Shares a passion for community development and sustainable food systems
- Wants to work in a small team according with cooperative values
- Enjoys both practical, outdoor work and strategic thinking and planning

We are looking for somebody who can work flexibly as part of a small team, helping our small charity grow and develop. The role will be varied, requiring plenty of your own initiative, great communication skills and a mix of both desk-based and on-site work.

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We're looking for somebody we can work with to match our needs with their skills. The tasks and responsibilities that currently need filling – and the skills and qualities we are seeking – are set out below. You need to be able to work on your own initiative and as part of a team, and be keen to progress to full participation in the running of The Green Backyard, including contribution to its strategic development.

At this time **we are particularly looking for somebody with skills in fundraising, business development and finance** who can work together with existing team members to deliver strategic development and operational support. You will work closely with existing team members, the on-site team, the board of trustees and other volunteers to shape the project as it grows, both in terms of on-site developments, strategic planning and participatory decision making.

Our priority is to create a sustainable enterprise with equity and environmental care at its core. If you want to join us on this journey, and you feel you are a good fit for the skills and qualities we've described below, then this could be the role for you.

### The Detail

The role is for 21 hours per week, the starting salary is £18,200 pro rata (based on 35 hours), with statutory sick and holiday allowances. The role is initially a 1 year contract subject to a 3 month probation period, and requires an enhanced DBS check.

The role will be based at The Green Backyard community garden with use of an off-site office space available, and will require flexible working hours including some evening and weekend work. Regular home working is not suitable for these roles. The Green Backyard's current opening times are Wednesday, Thursday, Saturday and Sunday, 11am – 4pm, and it is expected that some of the working hours for these roles will be during these times.

A driving licence is desirable but not essential.

### How to Apply

Please read the role description and person specification carefully and send a covering letter clearly stating which areas of the person specification below you feel you meet and why you wish to apply for the role, along with a CV detailing your work and training history to [chair@thegreenbackyard.com](mailto:chair@thegreenbackyard.com).

The deadline for applications is **midday Friday July 6th**. Interviews will take place on Wednesday July 11th, start date will be agreed on appointment, but will be ASAP after interviews. Please let us know on application if you have any special requirements to attend interview.

## Team Member Job Description

The Green Backyard is a community growing project and charitable incorporated organisation (CIO). We have a publicly elected board of trustees and our staff team work together according to cooperative values. We're looking for somebody who can meet these requirements:

### General Responsibilities

- Participate in meetings and work-teams as required and support the process of participatory decision making.
- Share responsibility for peer appraisal and support, meeting facilitation and administration, and other shared organisational tasks.
- Work as a team to set, manage and report on budgets.
- Work together with other staff and volunteers according to cooperative values and permaculture ethics and principles.
- Work together to engage, support and retain volunteers, including supervising and supporting vulnerable adults and children.
- Monitor and review the policies and procedures of the charity, including health and safety procedures.
- Carry out regular financial procedures, including banking, cash management, bookkeeping and invoicing.
- Prepare reports for the board, partners and funders as required.
- Publicly represent the charity when required at events and to the media.
- Any other reasonable duties that you may be asked to perform, including covering for colleagues.

### Specific Responsibilities

#### *Fundraising and business development*

- Develop, write and submit funding applications, in partnership with other team members, and develop and implement other fundraising activities.
- Work with team members and relevant committees to support and expand current site-based enterprises, including our shop, education activities and venue hire opportunities, as well as developing new initiatives in line with our ethos and business plan.
- Work with the rest of the team to manage and deliver on-site public events
- Create and implement strategic delivery plans for new initiatives

## Person Specification

- Experience of working in a community project or co-operative organisation, or of running an enterprise
- Strong administrative and logistic skills
- Good strategic thinking skills
- Ability to work with a wide range of people, including supporting volunteers
- High level of computer literacy, including competency with spreadsheets
- Comfortable with practical, outdoor and occasionally physically heavy work
- Ability to troubleshoot and deal with challenges in a creative, friendly and professional manner
- Experience of using bookkeeping software or the aptitude to learn quickly
- Excellent financial skills and a passion for number crunching and detail
- Experience of report writing
- Ability to work under own supervision, to manage and prioritise own workload, but also to work as part of a team in a constructive and sensitive manner.
- Experience of successfully applying for grant funding
- Experience of setting up or working in small, customer-facing enterprises
- Some experience of event management