

Urban Green Newcastle
Local Food and Allotments Officer: Job Description and Person Specification

- Job Title:** Local Food and Allotments Officer
- Salary:** £24,000 – £28,000 per annum (based upon 37 hour week)
- Responsible To:** Strategic Development Manager, Parks and Allotments
- Responsible For:** Will supervise staff and volunteers as necessary.
- Location:** Office base within one of Urban Green Newcastle premises (likely to be one of Jesmond Dene, Heaton or Walker parks)

Job Purpose:

The Local Food and Allotments Officer plays an integral role in ensuring that the Urban Green Newcastle estate delivers high quality, innovative and inclusive opportunities for healthy eating and wellbeing. The postholder manages the strategic planning and day to day running of an efficient and effective allotments service, ensuring that sites are high quality, safe and accessible, and provide for the diverse needs and aspirations of the community. Promoting the benefits of local food production and healthy eating, the post explores new ways of widening involvement, encouraging projects and events which deliver social, environmental and economic wellbeing not only within allotments but across the parks estate.

Principal Duties and Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Develop and lead on opportunities to promote local food and healthy eating across the Urban Green Newcastle estate, seeking to promote innovative and creative ways of using parks and allotments to improve physical and mental wellbeing.
- Develop, monitor and review allotment strategies, policies and plans in consultation with key partners and stakeholders, constantly seeking to improve and deliver an exceptional service.
- Manage the allotments estate, ensuring there is ongoing monitoring of the condition of sites, so that inspections, repairs, maintenance and development needs are identified, prioritised and implemented.

- Maintain positive and effective relationships with stakeholders, building constructive relationships with key delivery organisations, building opportunities to involve volunteers, and ensuring there is strong partnership working with allotment holders and Associations.
- Lead on, facilitate or support the development of projects and plans (including community initiatives and new allotment sites), in close association with partners where possible, and monitor their financial performance and delivery.
- Commission and manage (as necessary) medium scale contractual work to deliver repairs, maintenance and capital works across the estate.
- Manage and monitor budgets for allotments and projects, continually seeking best value for money and reporting regularly on performance, targets and indicators, and develop bids to finance new projects and improvements.
- Identify and manage compliance and risks (health and safety, reputational and financial) on both a day-to-day and broader timescale, and take responsibility for ensuring the actions of allotment holders, associations, volunteers and contractors are safe, secure and compliant with all the relevant legislation and Urban Green Newcastle policies and principles.
- Supervise staff and volunteers as necessary to ensure effective delivery of the local food and allotments work.
- Explore opportunities for enhancing biodiversity and sustainability through local food and horticulture, in line with Urban Green Newcastle policies and plans and allotments legislation.
- Actively promote Urban Green Newcastle, and reflect the passion and commitment required to build a new organisation that is striving to be the best in all we do.

Person Specification: Local Food and Allotments Officer

Category	Essential	Desirable
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Understanding of the benefits of local food and healthy eating. • Good understanding of allotments legislation and services. • Excellent written and verbal communication skills, able to engage confidently with diverse groups of people. • Ability to work autonomously with good decision-making skills. • Able to work under pressure with conflicting demands. 	<ul style="list-style-type: none"> • Knowledge of horticulture and gardening. • Good understanding of partnership, community engagement and volunteering. • Knowledge of Health and Safety compliance requirements and experience of managing operational risk, including how to assess and manage risk effectively. • Ability to use IT for monitoring and marketing purposes, along with digital media.
Qualifications and Training	<ul style="list-style-type: none"> • Appropriate qualifications (Level 3 or above), or equivalent level of vocational experience. 	
Experience	<ul style="list-style-type: none"> • Involvement in service improvement and delivery. • Experience of monitoring performance against strategic and operational plans. • Proven track record of managing budgets, finances, projects and contracts. • Experience in handling customer enquiries and complaints from a diverse range of customers, and resolving disputes. 	<ul style="list-style-type: none"> • Experience of planning and delivering inspirational engagement activities. • Working with user and/or community groups. • Involvement in identifying new opportunities for income generation, submitting and monitoring funding bids.

Disposition	<ul style="list-style-type: none">• Excellent people skills, able to develop strong relationships both internally and externally.• Commitment to delivering the highest quality customer service standards.	<ul style="list-style-type: none">• Commitment to achieving value for money, spending wisely and to agreed sustainability standards.• Demonstration of continued desire to both learn and share learning, and develop new skills.
Special Requirements	<ul style="list-style-type: none">• Ability to work evenings and weekends as and when required.• Full UK driver's license.	