



Job Description/Role Profile: Community Gardener
Full Time, Permanent
£20,000 to £24,000 depending on experience

Urban Green Newcastle is a pioneering charity set up in 2019 to look after the city's parks and allotments. Our vision is for more people to enjoy and benefit from the beautiful open spaces in the city, and to ensure they are safe, welcoming and provide a great environment for wildlife and people which is valued by all. With support from core partners (Newcastle City Council, the National Trust and the National Lottery Heritage Fund), we are working to ensure a sustainable future for the 33 parks and over 60 allotment sites in our care.

A core part of our role is environmental stewardship of the green estate, growing engagement opportunities and developing projects to secure environmental and grant investment. Working as part of the Parks and Allotment team, the Community Gardener role will deliver a step-change in horticultural care and presentation, taking a pivotal role in improving horticultural standards in a more sustainable way within public parks. With a keen eye for detail and a love of green spaces you will take pride in ensuring sites are clean, safe, welcoming and well-maintained for everyone to enjoy. The Community Gardener will work to enhance both beauty and biodiversity to provide visitors with a welcoming and inspiring experience. Adopting a flexible approach and working collaboratively with stakeholders, the Community Gardener will identify opportunities to develop and establish new and creative ways of working.

The Community Gardener will be responsible for the presentation and maintenance of allocated areas to the required standards for the safety and enjoyment of park users.

What you will deliver.

Horticultural standards: You will embed high horticultural standards and practice across the estate, improving presentation while reducing maintenance costs, in line with the environmental and sustainability ethos of Urban Green. You will support the development of park management plans ensuring the parks are well presented and reflect their unique character, status and story.

Great community engagement: You will recruit, lead, support and empower volunteers, groups and community partners to carry out horticulture and other general maintenance within the Urban Green estate, fostering positive and beneficial relationships. You will inspire greater use and enjoyment of the city's parks by supporting and leading a diverse range of activities and events, improving health and wellbeing and helping people feel connected and committed to the parks and allotments.

Environmental innovation: You will carry out practical conservation and maintenance work across the estate, constantly seeking to find more sustainable ways of delivery and supporting Urban Green's commitment to be carbon neutral. You will protect and conserve the rich biodiversity across the estate, exploring opportunities for enhancement through horticulture.

Health & Safety focus: You will take a proactive approach to health and safety to ensure the highest standard of visitor safety, working closely with your team leader to comply with relevant health and safety requirements. You will carry out regular patrols of sites, monitoring their condition and use by the public and input into the programme of repairs, maintenance and development. You will commission and manage (as necessary) small scale contractual repair and maintenance work.

Great visitor experience: You will be an ambassador for Urban Green, actively promoting the work of the organisation, and reflecting the values, passion and commitment of the organisation as we strive to be the best in all we do. You will act as the key point of contact within the Parks for the public, volunteers, partners and Friends of Groups.

Our values

Green/Sustainable: We are creating a green, sustainable future for the places in our care, encouraging both people and nature to thrive.

Innovative: We are leading creative ways to secure the future of public green space in the city. We are bold in our ambitions and not afraid to adapt and experiment.

Collaborative/Inclusive: We are passionate about creating safe, welcoming and accessible places for everyone to enjoy. We act responsibly and take accountability for our decisions, balancing different needs in an open and fair way.

Scale & scope of the role

Reports to: Ranger Team Leader

Budgets: You will have responsibility for small budgets, and be committed to achieving value for money to agreed sustainability standards.

Supervisory: You will be responsible for supervising partners, volunteers, interns and assistant staff as necessary.

Scope: You will work as part of a multidisciplinary team ensuring that sites are safe, attractive and welcoming for visitors and users, and aiming for the highest standards of presentation and environmental care. This is a 7-day a week operation, so you will be working flexibly as part of a 5 days out of 7 rota, with the ability to work evenings, weekends and bank holidays as required. You may need to support with other duties of the organisation as and when required.

Delivery: Working in a fast paced environment where no two days are the same requires self-reliance, the ability to problem solve and the confidence to make decisions with minimum supervision. The post holder will be required to balance day-to-day administrative tasks alongside hands-on practical tasks and will be expected to prioritise work to deliver against agreed timescales and quality. An excellent team player you will develop great relationships and create a collaborative place for you and your colleagues.

Partnerships: You will work openly and collaboratively with a wide range of partners including; Newcastle City Council, statutory agencies, community, volunteer and Friends of Groups.

Knowledge, skills and experience needed

A keen interest in horticulture underpinned by recognised qualifications e.g., RHS Level 2 or equivalent HND/HNC in horticulture, or equivalent level of vocational experience.

Practical horticulture experience in parks or gardens.

Pass in English and Maths GCSE or equivalent

Excellent written and verbal communication skills, able to engage confidently with diverse groups of people.

Competent IT user able to effectively use common software packages (e.g., Microsoft Office)

Full UK driver's licence.

Competency with machinery and equipment, to undertake practical horticultural management work.

Commitment to Health and Safety compliance and safe working practices, you will be able to demonstrate knowledge and understanding of how to keep yourself and others safe while working in a public place.

Awareness of environmentally friendly and alternative horticulture techniques (e.g., peat free, green waste management, water management)

Understanding and appreciation of the power of volunteering, and experience of how to empower volunteers to perform at their best.

Excellent people skills, creating a warm welcome and developing strong relationships both internally and externally.