



Job Description/Role Profile: Allotments & Local Food Officer
 Full Time, Permanent
 c £25,000

Urban Green Newcastle is a pioneering charity set up in 2019 to look after the city's parks and allotment sites. 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.

With over 60 allotment sites, and more to come, a core part of our role is looking after the estate management of allotment sites, working with and supporting Allotment Committees, developing the annual Garden & Allotment Show and developing new partnerships to promote local food growing.

The **Allotments & Local Food Officer** plays an integral role in ensuring that the Urban Green Newcastle estate delivers high quality allotment services and promotes local food.

What you will deliver:

A well-maintained and safe allotment estate: You will be responsible for managing 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.

Growing Green Committee: You will provide the secretariat for the Growing Green Committee, ensuring that actions are completed in a timely manner and provide support and advice to the Chair.

Great customer service: You will develop and maintain positive relationships with key allotment stakeholders, ensuring there is strong partnership working with allotment holders and Associations, and building constructive relationships with organisations and volunteers.

Efficient and up-to-date management information: You will oversee and ensure management information systems are accurate and up-to-date to meet deadlines to support decision making, preparing reports and updates as required.

Information, Guidance and Training: You will support Allotment Associations by providing information and guidance and developing and delivering training for Allotment Associations to support them in effective governance of the allotments.

Promotion of local food and healthy eating: You will develop and lead on opportunities to promote local food and healthy eating across the UGN estate, seeking innovative and creative ways of using parks and allotments to improve physical and mental wellbeing. This will include organising and running the annual Garden & Allotment Show in conjunction with the Events Team.

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: Director of Operations

Operating Budget: You will take delegated responsibility for management of the budget for Allotments. You will ensure that finances are managed carefully, with appropriate procurement, value for money and budgetary control.

Line management: No direct reports. You will have responsibility for volunteers and contractors working on behalf of Urban Green Newcastle.

Scope: You will be responsible for the management and day-to-day running of an efficient and effective allotments service, ensuring that sites are of high quality, safe and accessible, and provide for the diverse needs and aspirations of the community. You will also promote the benefits of local food production and healthy eating, and explore new ways of widening involvement, encouraging projects and events which deliver social, environmental and economic wellbeing.

Partnerships: You will work openly and collaboratively with a wide range of partners including contractors and suppliers.

Knowledge, skills and experience needed

Qualified to Level 3 or above in a relevant subject or equivalent level of vocational experience.

Experience of allotment management and a good understanding of allotment legislation and services.

The ability to work collaboratively and bring together community groups and partners.

Excellent project management skills, including financial management and budget control.

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

A collaborative team player who is able to work on your own initiative.

A self-starter with excellent organisational and time-management skills and good IT skills (Microsoft Office).

Ability to work evenings and weekends as and when required.

Full UK driver's licence & access to car.