



<b>Job Title</b>	Tumbledown Operational Co-ordinator
<b>Reporting to</b>	Community and Partnerships Manager
<b>Supervises</b>	<ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Work placement students</li> </ul>
<b>Salary</b>	SCP 20 - £32,579 PRO-RATA.....
<b>Working Arrangements</b>	<p>22.5 hours per week. Normal working week will be over three or four days to be agreed with the Community and Partnerships Officer.</p> <p>The main base will be at Tumbledown Farm.</p> <p>Some flexible working may be required due to events at weekends and evenings. The equivalent time can be taken off as time off in lieu, in accordance with the Council’s flexi policy.</p> <p>DBS check required</p>

**Job Purpose**

1. To encourage and facilitate the use of Tumbledown by as wide a range of people as possible from the local community for leisure, wellbeing and educational opportunities in line with the Council’s aim to “Create thriving communities in Weymouth where everyone is proud to live, work, play and visit.”
2. To work with the Community and Partnership Manager to proactively develop opportunities to work in partnership with local health, social care, education, voluntary organisations, and other identified partners.
3. To manage the physical space at Tumbledown, maintaining and improving biodiversity across the site whilst maximising the use of productive land to grow fruit and vegetables

**Key responsibilities**

1. To manage the site and buildings at Tumbledown, maintaining a safe and welcoming environment for all who work there and visit, ensuring that sustainability is at the heart of our work.
2. To work with the Learning Mentor to plan and provide regular meaningful activity for volunteers, paying guests, schools and groups. This includes the postholder designing and running activities for groups, setting tasks for volunteers and working with them to ensure that tasks are completed as required, as well as working on plans to improve the site and facilities.
3. To liaise with all attendees regarding operational matters.
4. To work with the “Friends of Tumbledown” group to co-ordinate fundraising activities and sales of produce to raise funds for Tumbledown.

5. To maintain records of visitors to site throughout the working week and provide summaries of numbers at the end of each month
6. To grow good organic produce (vegetables, fruit and herbs) and manufacture products to sell locally.
7. To keep records of sales of produce and maintain a petty cash system
8. To work with the Community Partnership Manager to ensure that risk assessments and safeguarding arrangements for individuals and groups are up to date and regularly reviewed; to maintain accident books; to be the first-aider on site during activities, events and visits.
9. To support and promote the Council's policies and procedures, values and behaviours in all dealings with staff, Councillors and the public, leading by example.
10. The duties and responsibilities of the post are not restrictive, and the post holder may be required to undertake other duties from time to time. Any such duties should not however, substantially change the general character of the post.

## Person Specification

Category	Criteria	Essential	Desirable	How Assessed
Education, Qualifications & Training	Educated to A-Level standard with 5 GCSE's (including English and Maths) or equivalent NVQ or relevant experience.	✓		Certificates
	Clean and full driving licence.	✓		Licence
Experience	Experience of working with young people and adults with additional needs.	✓		
	Partnership working with a variety of stakeholders including volunteers.	✓		Application form/interview
	Experience in sustainable horticulture – growing organic vegetables, managing fruit trees and growing flowers - all at scale to allow the use of products at Tumbledown and the sale to others.	✓		
	Experience of successfully completing funding bids and grant applications.		✓	Application form/interview
Skills, Abilities & Knowledge	Ability to juggle competing workloads, and demonstrate flexible and responsive time management	✓		Application form/interview
	Practical skills to help with the development of the site: Basic woodwork, basic building skills (DIY experience is fine);		✓	
	Able to use machinery such as brush cutters, ride on mowers.		✓	
	Able to set tasks for volunteers and helpers according to their abilities and needs, and to support them to complete tasks	✓		
	An understanding of Health and Safety requirements of an outdoor site with a wide variety of attendees	✓		
	Ability to design and facilitate or lead activities for groups attending.	✓		
	Basic understanding of conservation work to enable us to improve biodiversity at Tumbledown and educate others.	✓		
	Ability to communicate with diverse groups - colleagues, teachers, students, individuals with additional needs	✓		Application form/interview
	Good IT skills, including email and Microsoft products, including SharePoint.	✓		Application form/interview
	Diplomacy and tact	✓		Application form/interview
	Problem solving, finding innovative solutions	✓		Application form/interview

	An adaptable and flexible approach to work – working outdoors in all weather with groups and individuals.	✓		Application form/interview
	Health and safety, environmental, and equalities awareness	✓		Application form/interview