



Application Pack

**Postcode Gardner for Ely and Caerau
ACE (Action in Caerau and Ely)**



Registered in Wales and England No. 7623914
Registered Charity No. 1150422



The
co-operative
bank

Working together to bring back nature

Cydweithio i ddod â natur yn ôl

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Overview of the Post

Position: Postcode Gardener - Ely and Caerau

Closing date: Midnight Sunday 24th November 2024

Interview date: Wednesday 27th November 2024

Job details

Hours: 7.5 hours per week

Working Days / Hours: TBC

Location: Ely and Caerau, Cardiff

Salary: ACE Grade 2.5 £27,307 pro rata / Hourly rate £14.00

Contract: Fixed Term 30th Sept 2026.

Applications from those who wish to carry out the role on a self employed basis would also be considered.

ACE is looking for someone with a love of gardening and community to become the Postcode Gardner in Ely and Caerau. This is a great opportunity to lead a programme to help residents improve their health and wellbeing and create greener neighbourhoods. The Ely and Caerau Postcode Gardener programme is run by ACE and funded by The Co-operative Bank and Friends of the Earth's Postcode Gardener programme see <https://friendsoftheearth.uk/nature/planting-more-postcode-gardeners-create-greener-streets>

The role aims to inspire people to get together, get planting and keep growing, focusing on activities that both encourage urban wildlife and build community wellbeing.

To apply for this role complete the application form provided alongside this job pack.

Please state if you are interested in an employed or self employed role.

Please note we are unable to accept CV's in lieu of an application form.

Please submit your fully completed application form to:

Email: recruitment@aceplace.org

Or send a hard copy to:

Address: Our Place Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ

Deadline for submitting application: Midnight Sunday 24th November 2024

Interview date: 27th November 2024

We aim to contact all shortlisted candidates by 5pm on Monday 25th November.

If you have any queries please contact us on the email above or telephone: 02920 003132

ACE: An Introduction

Mission

ACE – Action in Caerau and Ely is a community organisation located in West Cardiff. We have over 1000 local members, many of whom are active contributors to local community development and regeneration efforts. Over half our staff team live in Ely and Caerau. We base our work on the following principles:

- Local people know their community best
- Everyone has something unique to contribute
- Everyone's contribution should be valued equally
- Poverty should not be accepted as a fact of life
- Social injustice should be challenged and changed

These commitments lead us to take an approach influenced by theories of 'co-production' and asset based community development. This means we work with local people as full participants in the design and delivery of services and activities. We experience and treat our community not primarily as a problem needing solving but as a vibrant network of communities that has many assets and opportunities that have been undervalued and ignored – these include skills, knowledge, experience, social networks, good will, buildings, land, resources, culture and heritage. ACE has a high profile and strong reputation in Cardiff and further afield for developing these resources to serve a holistic approach to community regeneration, to create community resilience and to tackle poverty. We are increasingly called upon to support the development of similar initiatives in other areas of the city.

Vision

In this context ACE seeks to meet the need for:

- A local organisation that can coordinate, harness and promote a positive vision for our community
- An organisation that can coordinate and facilitate a range of responses towards this vision and can mobilise local people to participation and action
- A holistic approach to tackling a range of elements related to poverty that cuts across themes/silos (food poverty, fuel poverty, unemployment, underemployment, low educational attainment, poor physical and mental health etc.)
- A clear and collaborative approach to developing a more resilient community

ACE works with communities to achieve lasting positive change for an equal and just Cardiff. We believe everyone has something unique to contribute.

Job Description and Person Specification

POST: Postcode Gardener - Ely and Caerau
PROGRAMME: Community Support
RESPONSIBLE TO: Operational Development Manager

HOURS: 7.5 hours per week
WORKING DAYS / HOURS: TBC
SALARY: ACE Grade 2.5 £27,307 pro rata

OVERALL PURPOSE OF JOB:

The Postcode Gardener project aims to inspire people in Ely and Caerau to get outdoors and work together to create greener streets. The Project will focus on activities that both encourage urban wildlife and build community wellbeing. The successful applicant will be responsible for working with local residents and community partners to grow flowers and food in front gardens and public spaces where people can enjoy them. This would include working with local schools, GP practices and community groups to engage with residents of all ages and backgrounds. The role will involve talking to residents about their hopes for their neighbourhoods and help create a plan for greening our community. The Postcode Gardener will carry out some practical gardening tasks and also run regular sessions teaching residents / volunteers gardening skills.

ROLE SPECIFIC TASKS

1. Design, plan and deliver seasonal programmes supporting local greening initiatives in Ely and Caerau
2. Liaise with community groups and partners to recruit local residents, and design and plan local gardening sessions
3. Lead regular drop-in sessions, secure and maintain tools, and keep attendance records
4. Source plants, materials and refreshments and help manage an activity budget
5. Ensure all relevant health and safety standards and procedures are followed
6. Secure permissions and collect and share photographic and video content from sessions, following GDPR rules
7. Monitor and evaluate success of activity sessions to design new seasonal programmes

PROJECT SPECIFIC TASKS

Monitoring and Evaluation

1. To support the team in the collection, collation, and updating of monitoring and evaluation data for the service, ensuring that any personal data is effectively protected and handled in line with ACE policy/procedure and GDPR legislation

2. To provide updates and reports on progress against the above tasks as and when required

Working across team roles

1. To help establish and maintain project plans for work being undertaken by ACE that is both role specific and general to the work of the whole team
2. To support colleagues in delivering their own role specific work programmes and receive support from them in turn
3. Help to embed the values of co-production into all aspects of the work of ACE

Training

1. To undertake professional development as required for ACE
2. To participate fully in supervision and appraisal processes

GENERAL TASKS

1. To work within and promote all of ACE's policies and procedures
2. To keep accurate records including statistical information where appropriate
3. To provide written reports and information as requested
4. To work at other locations as and when required
5. To attend supervision, training and meetings as and when required
6. To work flexible hours as appropriate to the needs of the post (including possible weekend and evening working)
7. Any other reasonable duties requested by the line manager

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and ACE may vary duties from time to time. This job description is subject to regular review.

Your application will be assessed on the following Person Specification. Please ensure you fully demonstrate how you meet the Spec in Section 4 of the ACE Application Form, which is provided alongside this job pack.

Personal Specification

QUALIFICATIONS AND EXPERIENCE

- Experience of leading, motivating and instructing mixed-age groups from diverse backgrounds, running sessions and managing volunteers
- Experience of building links with community groups and residents
- Experience of designing and planning projects and managing small budgets
- Experience of producing short progress reports and evaluations
- Experience in crafting visual content for social media use

KNOWLEDGE AND UNDERSTANDING

- Knowledge of cultivated and wild plants and gardening requirements
- Knowledge of organic and sustainable gardening methods
- Knowledge of the physical fitness needs of different age groups and how to tailor activities for people of different abilities
- Understanding of equalities and working to diverse needs

SKILLS AND ABILITIES

- Friendly, outgoing and self-motivated with excellent interpersonal skills
- Ability to work as part of a team and on own initiative
- Build and maintain effective and supportive relationships with peers and partners
- Ability to communicate effectively with community members, staff and stakeholders in plain, easy to understand English and/or Welsh, both in writing and verbally
- Confidence and ability to 'think on your feet' and be a creative problem solver
- Is organised, confident, reliable, honest, punctual and enthusiastic
- Basic computer skills including use of GSuite and Microsoft Office

ADDITIONAL JOB REQUIREMENTS

- Demonstrates resourcefulness, initiative and a positive 'Can Do' attitude, is solution focused and can see the overlaps with other streams of work
- Is adaptable and takes responsibility
- A good team player who will support colleagues
- Commitment to community diversity and inclusion
- Commitment to eco-friendly gardening practices, physical health & wellbeing and safety
- Willingness to be DBS checked (we can do this for you)
- Willingness to work some evenings and weekends

Application Process

Deadline for submitting application: Midnight Sunday 24th November 2024

Interview date: Wednesday 27th November 2024

Application Forms:

For a job pack and application form please email recruitment@aceplace.org

Return completed applications to recruitment@aceplace.org

Or, please send a hard copy to:

ACE – Action in Caerau and Ely

Our Place: Dusty Forge

460 Cowbridge Road West

Ely

Cardiff

CF5 5BZ

We regret that we will only be able to reply and give feedback to short-listed applicants.