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**Site Supervisor**

**Volunteer Role Description**

**Role Purpose / Summary**

* To open, close and take responsibility for the supervision of volunteers and visitors on site for designated days or part days.

**Key Responsibilities**

* To open the site at 10am and ensure it is closed at 2pm, putting out and taking in the Open sign (unless it is windy)
* Ensure volunteers sign in and out, including any visitors who are going to be on site for any length of time beyond purchasing or a brief tour.
* Ensure that any visitors to site are welcomed and receive a guided tour where relevant. (Guidance is available)
* Encourage visitors to become volunteers and to sign up to our monthly newsletter.
* Be aware of the monthly jobs list and skills wanted to help volunteers find a suitable task on arrival.
* Put out for sale any produce or plants and make sure the donations box and QR code and notices are in place and put away afterwards. Count the cash and retain for passing on to a trustee within 5 days.
* Understand the watering needed on site and its frequency, watering is carried out or by delegating to a competent volunteer.
* Make sure the site is tidy at the end of the session and that tools and equipment is put back in the correct place in a good state.
* Take responsibility for first aid and site safety within the policy guidelines of WCG reporting any accidents or incidents. (This includes ensuring nobody is left on site when you lock up.
* Take care of the keys for the site, be familiar with the toilet key code and gate key code.
* Be familiar with our safeguarding policy and report any concerns to trustees immediately, taking advised actions as per policy or as advised by a Trustee.

**Key working relationships**

* WCG trustees

**Person Specification**

Have been a regular volunteer for at least 3 months.

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| --- | --- | --- | --- |
| **Values and Behaviours** |  |  |  |
| |  |  |  | | --- | --- | --- | | Demonstrates diversity and difference, operates with integrity and openness |  |  | |  | | | | | | |
| Reliability – Consistently turning up and performing the role, letting a Trustee know in advance if unable to fulfil the role. | | | |
| **\*Skills and Capabilities**  Be competent in at least 2 of below, + Willing to learn at least 1 | **Expert** | **Competent** | **Want to learn** |
| Vegetable gardening |  |  |  |
| Edible plant gardening |  |  |  |
| Fruit tree and bush growing |  |  |  |
| Bee Keeping |  |  |  |
| Soil management / composting / permaculture |  |  |  |
| Talking therapies, counselling, wellbeing |  |  |  |
| Special needs support |  |  |  |
| Outdoor Cooking |  |  |  |
| Carpentry or woodwork (construction) |  |  |  |
| Simple accounts (Treasurer) |  |  |  |
| Fundraising |  |  |  |
| Confident communicator, make presentations |  |  |  |
| Copywriting, web content |  |  |  |
| Social Media content and promotion |  |  |  |
| Artist, Signwriter, Illustrator |  |  |  |
| Volunteer management and motivation |  |  |  |
| Community engagement |  |  |  |
| Teaching/mentoring |  |  |  |
| Health and safety |  |  |  |
| Contract law |  |  |  |

**Extracts From our Website concerning our reason for being and the way we like to operate.**

Worcester Community Garden is a delightful urban teaching, research and community display garden, of 3/4 an acre, situated in the heart of Worcester. Based at The Old North Stables on the edge of Pitchcroft Race Course. It is a charity set up as a Community Interest Organisation (CIO) and is also part of[Transition Worcester](about:blank).

We help you to grow, harvest, process, cook and eat more of your own healthy, seasonal food sustainably right where you live. Promotion of biodiversity and wildlife conservation are also central to everything we do.

This exciting facility holds several benefits for you and the wider community, including:

* improvements in your physical and mental wellbeing
* a strengthening of our community
* reaching out to the marginalised
* an increase in your skills and knowledge about how to grow fruit and vegetables
* a reduction in your food miles
* a closer connection with where your food comes from
* fresher and healthier seasonal food for you at a reduced cost
* learning how to renew, reuse and recycle more of your resources
* more biodiversity and contact with wildlife for you
* To provide small charities with some herbs and vegetables

There are lots of opportunities to learn new skills, join our volunteer to contribute to this fantastic enterprise. Come and visit us; you will receive a very warm welcome.

We are open between 10am and 2pm every day (this is weather dependent).

[http://worcestercommunitygarden.org.uk](about:blank)

Follow us on Twitter Instagram and Facebook