

Bohemia Walled Garden Association

Role Description: Community and Education

1. Background and Purpose

Education has always been a central aim of the Bohemia Walled Garden Association. The organisation is committed to maintaining and expanding varied opportunities for people to get involved with the garden in order to learn, to enhance wellbeing and to build strong community relationships. The role of community development and education is in place to support groups and individuals who want to use the garden in this way.

The role holder will liaise on day to day issues with an allocated committee member who will represent this area of work within the management committee.

2. Remit

- Liaise between the BWGA committee and community and educational garden users
- Engage with new potential users who have requested to use the garden to understand their needs,
- Coordinate the approval process of new users with the allocated committee member
- Induct new users, provide all relevant information to them, arrange visits to the garden, ensure they fulfil BWGA requirements
- Support, mentor and monitor users
- Support the allocated committee member in maintaining relevant records about the users
- Provide a short summary for each committee meeting
- Report issues and provide feedback, suggestions and ideas

3. Tasks and Processes

Initial Contact	<ul style="list-style-type: none">▪ When a request is received, inform the allocated committee member who will log it on the Community and Education Users spreadsheet▪ Communicate with the potential new user to complete a User Form, provide initial information
Approval	<ul style="list-style-type: none">▪ Pass all information necessary for decision making to allocated committee member (via email to BWGA mailbox, subject line "Community/Education) in agreed format▪ Allocated committee member is responsible for getting approval from committee and liaising with role holder who then responds to the requester
Induction	<ul style="list-style-type: none">▪ Carry out an induction at the garden and keep a record, provide all relevant information (Safety Document, Garden Risk Assessment), obtain copy of insurance and user's risk assessment where necessary and pass to committee member for record keeping
Ongoing Work	<ul style="list-style-type: none">▪ Support, mentor and monitor all community/educational users practically at the garden and generally in their interaction with BWGA▪ Report any issues in particular safety/safeguarding related▪ Report on successes, good practice, suggestions and opportunities