

Job Description

Community Garden Volunteer



1. Open Door

What we do

Open Door is the heart of Berkhamsted – a community and arts space where you can be active, creative and social, whatever your circumstances. We offer a wide range of activities, from workshops and exhibitions, to volunteering opportunities and other ways to make a difference. Or you can just come and have a cup of tea and a chat!

Helping to tackle social inequality and isolation is at the heart of what we do. We enable everyone to connect and contribute, for their own wellbeing and that of the wider community.

How we do it

Our core values guide the way we work and the decisions we make as a charity.

- **We're here for everyone** We're caring, welcoming and inclusive.
- **We empower** We provide opportunities to those who deliver and take part in our activities and services, and our staff, volunteers and supporters.
- **We're collaborative** We unite the community, and work as a team with local people and organisations.

2. Volunteering at Open Door

Open Door is run by its volunteers and it provides a vast range of opportunities for members of the community of all ages to volunteer their services and time and to make a real impact within that community. We are grateful to our volunteers for all their work and are always looking to attract new volunteers as well as support our current volunteers in what they do.

3. The Community Garden at Open Door

The Garden at the rear of Open Door is a key asset for Open Door. It is a perfect place for the community to meet and to engage in activities. There is no other similar place in town. It is a perfect location to carry out the activities of Open Door, primarily as a place for the Community Cafe and a number of other activities. It has been created and developed to its current stage largely through the efforts of John and Joan Fisher. We would like to continue to develop the space into a community asset – a garden for the community, maintained by the community.

The Community Garden has the following key purpose:

“Our Community Garden provides space to bring the community together across a range of different activities, sharing the joys of a

garden and gardening”. The project will be delivered in a safe and sustainable manner and use the promotional strap line of **“Growing together”**.

The Community Garden is being maintained and developed by volunteers from our community – Community Garden Volunteers. As a Community Garden Volunteer, you will play a key role within the team that is responsible for the maintenance of the Community Garden.

4. Key Responsibilities

The responsibilities of a Community Garden Volunteer are set out below:

- Working with the Community Garden – Project Manager, work to implement the maintenance and development Plan that has been produced for the Community Garden;
- Undertake gardening activities and projects that are focused on the maintenance and development of the Community Garden;
- Work together with others in a team that is focused upon delivering the Community Garden Plan;
- Participate in “Garden Action Days” that will be initiated throughout the various phases of the Community Garden project.

5. Key Relationships

The Community Garden Volunteer role in many ways reports directly to the Open Door General Manager, but administratively you will deal most often with the Community Garden – Project Manager and the Volunteer Co-ordinator. You may also interface with other members of the Open Door Operational Team or Project Managers/Co-ordinators delivering some of our projects.

6. Is this you?

We are looking for creative, passionate and caring Community Garden Volunteers with the commitment and time to really get stuck in and make a difference in our Community Garden:

- A caring approach and desire to help others;
- A passion for and real interest in working in the garden and developing it for the use and enjoyment of others; and,
- A track record of working within a garden and understanding of basic gardening skills and activities. If you do not have this experience, a willingness to learn will help.

7. Working Hours

This is a voluntary role and working hours are very flexible and you can give as much or as little time as you can.

8. If you would like to be a Community Garden Volunteer...

If you would like to be a Community Garden Volunteer with Open Door, please complete the Volunteer Application Form that should accompany this Job Description and send it to Iain Manson at iain.manson@opendoorberkhamsted.co.uk

If you have any questions or would like to talk things through, please do not hesitate to get in touch.

Drafted/Updated: Tuesday 21 February 2023