



## **Job Opportunity**

### **Kent Community Oasis Garden Project Coordinator**

#### **Overview**

Pay: £9,529.00 for 14 hours per week

Hours: 14 hours per week, based on a full time equivalent of 37.5 hours per week  
(One day must be a Wednesday)

Holidays: 35 days per annum, including public holidays for full time  
(Pro rata for less weekly hours)

Contract length: Fixed term 12 months contract with extension pending funding

Responsible to: Strategic and Operations Lead, East Kent Mind

Accountable to: CEO, Mind in Bexley and East Kent

Location: Kent Community Oasis Garden, The University of Kent

Please note that this position will be subject to satisfactory references and a clear Enhanced DBS check.

#### **About the post**

This is an exciting opportunity to manage and develop the Kent Community Oasis Garden project. The garden is located on the University of Kent Canterbury campus and is a partnership between the University and East Kent Mind. The garden is a multiuse space for students, staff and community members and is centred on sustainable food, wellbeing and social cohesion. We are looking for an organised, creative and friendly person who has the skills to coordinate this interesting project. The post holder will work closely with the Sustainability Team at the University of Kent, with East Kent Mind and with other stakeholders.

The aims of the Kent Community Oasis Garden Project are as follows:

- Create a lasting and mutually beneficial partnership
- Create an accessible multiuse space
- Provide activities and quiet spaces for wellbeing and mental health programmes
- Promote sustainable and healthy food
- Create opportunities for skills building and training
- Provide work experience and apprenticeships
- Provide access to growing space for those living in North Canterbury and Blean
- Enhance the student experience



- Promote social enterprise
- Build social cohesion
- Create new opportunities for Learning and Teaching/A Living Lab
- Ensure a safe environment working within the University's and East Kent Mind's processes and procedures

The University have entered into a partnership and lease with East Kent Mind, which allows East Kent Mind to utilise, develop and enhance the existing oasis garden and develop a plan for the larger community garden, creating a multiuse space for students, staff and community members with support from the University. More information about the project can be found at [blogs.kent.ac.uk/kentcog](https://blogs.kent.ac.uk/kentcog)

## **About East Kent Mind**

East Kent Mind is a local Mind mental health charity and a partner of Mind in Bexley and offers an extensive range of support, advice and information to communities in East Kent. The purpose and objects of the charity is 'to promote the preservation and the safeguarding of mental health and the relief of persons suffering from mental disorder'. We promote well-being and work to reduce poor mental health and the stigma associated with it. We support people in their recovery and champion better services for everyone.

We seek to meet these purposes by undertaking a wide range of therapeutic and non-clinical mental health activities within East Kent, including direct therapeutic support of individuals, advice, advocacy and recovery, and campaigning to reduce the stigma of mental health and to raise awareness of mental health issues.

We believe no one should have to face a mental health problem alone. We work to reduce the stigma associated with mental health, support people in their recovery and champion better services for all. We believe that with the right support and resources everybody can create a life that feels meaningful irrespective of the presence of symptoms.

## **Application, Shortlisting and Interview Dates**

**Closing date:** Midday on 18<sup>th</sup> October 2021  
**Shortlisting:** 19<sup>th</sup> October 2021  
**Interview date:** 22<sup>nd</sup> October 2021



## **Job Description**

### **Kent Community Oasis Garden Coordinator**

#### **Job Summary**

To ensure the success of the project we require a Project coordinator for 14 hours a week to ensure the overall aims of the project and the partnership success criteria are met. One of the days worked must be a Wednesday as this is an important day in the weekly calendar for student activities and the Kent Community Oasis Garden (KentCOG). Other hours can be worked flexibly. The coordinator will work closely with the Sustainability Team at the University of Kent who will support the role on the ground.

#### **Key Responsibilities**

1. To be responsible for meeting the aims of the KentCOG.
2. To deliver sessions at the KentCOG site for students, staff and community members.
3. To facilitate additional sessions or organise for other experts to do this including permaculture specialists, ecology staff, beekeepers or other specialists.
4. To ensure a minimum of three hours a week contact time for staff and students to benefit from facilitated garden time.
5. To increase this contact time as the project grows with a combination of creative workshops, skills sessions, wellbeing activities, facilitated open sessions, digital workshops or other activities.
6. To be responsible for communicating with all stakeholders at the site to ensure full engagement and clarity between different user groups.
7. To manage a mailing list for the site and be the focal contact point for the project.
8. To be responsible for promoting events/sessions at the garden and coordinating a schedule/calendar for the site.
9. To promote good news stories from the garden utilising all relevant channels of communication including internal communications within the University, the KentCOG blogsite, external communications through the KentCOG Instagram and newsletters, and through internal and external channels utilised by East Kent Mind.
10. To create a basic budget for running the KentCOG working closely with the Sustainability Team who have responsibility for the University provided budget for the project.
11. To be accountable for the KentCOG kitty which is made up of donations made on site.
12. To keep an updated list of items and resources required for the smooth running of the space and communicate this to the Sustainability Team.
13. To be responsible for providing information for any funding bids that East Kent Mind/The University are taking part in.
14. To be responsible for all administration tasks that arise from running the KentCOG including but are not limited to: collating and processing all volunteer data; general record keeping; health and safety paperwork; booking processes and the



management of the [kentcog@kent.ac.uk](mailto:kentcog@kent.ac.uk) mailbox.

15. To liaise closely with the Sustainability Team for support and assistance, particularly for administrative items that require internal University systems that the coordinator cannot access.
16. To collect quantitative and qualitative data from the project in order to report on progress against the aims and the success criteria for the project.
17. To work closely with the University Sustainability Team and East Kent Mind to review the success of the project to see if aims are being met.
18. To report directly to East Kent Mind and to work closely with the University Sustainability Team who will provide weekly support and will facilitate the needs of KentCOG where required.
19. To report on progress quarterly at the Kent Community Oasis Management Group Meetings ensuring that all partners and stakeholders are informed of progress against the project's aims and success criteria.
20. To identify, report and monitor any safeguarding concerns in accordance with the latest legislation and local procedures.
21. To undertake any other duties and administrative tasks which may reasonably be required in discussion with Line Manager.
22. To adhere to East Kent Mind policies and procedures including (but not limited to) Equality and Diversity, Health and Safety, Confidentiality, Lone Working and Safeguarding.

## Person Specification

### Kent Community Oasis Garden Coordinator

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<b>The qualities without which a post holder could not be appointed</b>	<b>Extra qualities which can be used to choose between candidates who meet all the essential criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant qualification in horticulture or project management or other related field</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Mental health awareness</li> <li>• Keen interest in gardening</li> <li>• Experience of volunteering or managing volunteers</li> <li>• Experience of working in partnership</li> <li>• Understanding the importance of data collection, monitoring and evaluation</li> <li>• Working understanding of equality and diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of horticulture</li> <li>• Experience of university life</li> <li>• Experience of developing projects</li> <li>• Experience of meeting targets</li> <li>• Experience of working in the community</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to develop positive relationships with wide range of volunteers and stakeholders</li> <li>• Strong interpersonal skills</li> <li>• Strong verbal, written and online communication skills</li> <li>• Ability to promote the service through social media and other channels</li> <li>• Ability to write reports and promotional material</li> <li>• Ability to challenge discriminatory behaviour</li> </ul>	
<b>Administration Skills</b>	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office</li> <li>• Accurate record keeping</li> <li>• Ability to manage a budget</li> </ul>	



<b>Organisational Skills</b>	<ul style="list-style-type: none"><li>• Ability to be organised</li><li>• Ability to organise volunteers</li><li>• Ability to organise programme of sessions and events</li></ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Positive</li><li>• Energetic</li><li>• Hardworking</li><li>• Creative</li><li>• Friendly</li><li>• Kind</li><li>• Flexible</li><li>• Self-motivated</li><li>• Able to motivate others</li><li>• Able to work independently and as part of a team</li><li>• Willing to be outside for part of the working week</li></ul>	

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To apply please complete and return the Mind in Bexley and East Kent application form on our website: