



## KYNETON COMMUNITY HOUSE

### POSITION DESCRIPTION

<b>Position</b>	Garden Trainer/Coordinator	<b>Incumbent</b>	
<b>Section</b>	Community Programs	<b>Location</b>	KCH (all locations)
<b>Reports to</b>	Director/Education Coordinator	<b>Supervises</b>	Volunteers, Students

#### **Background:**

The Kyneton Community & Learning Centre Inc. is based in the township of Kyneton in the Macedon Ranges Shire, situated on the Calder Corridor halfway between Melbourne and Bendigo. The Centre was established originally as Kyneton Community House in 1988 and has recently reclaimed the name, currently trading as Kyneton Community House (KCH).

The House operates within a community development framework and aims to build community capacity through the provision of services, a broad range of activities and education programs, and works directly in response to community needs. The Centre is a Neighbourhood House, Learn Local Provider (Adult Community & Further Education funded), and a registered Occasional Childcare Provider.

#### **Overview:**

The KCH community garden is part of the overall community development programming delivered by KCH. It encompasses the gardens at all three KCH sites, education opportunities, youth programs and connection with other community groups. The Community Garden is also a provider of produce to our Community Lunch and Food Relief programs.

The Program is overseen by the KCH Director who provides advice and assistance on a range of aspects that support the continued development of the program. Other coordinators are also closely involved in different aspects of delivery. This collaboration can include work around decision making, funding, promotion, volunteer support, training and evaluation.

### EMPLOYMENT/AWARD CONDITIONS

#### **Classification/Remuneration**

This is a casual position with scope to move into a permanent part-time role should funding be secured. Classification as per the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016, Adult Community & Education Employees, Schedule 2; Part D Tutors and Teachers, Level to be determined according to experience.

This position can also be offered on a contractor basis should the parameters for contracting be met by the successful applicant.

## **Commencement and Duration**

The position will commence as soon as possible, with a date as agreed by all parties. The position is permanent subject to funding and program viability. The days and times the program will run are flexible dependent on negotiation and availability.

## **Probationary Period**

A six-month probation period will apply from the initial contract commencement date. There will be a three-month position review within this period.

## **Time allocation**

6-12 hours per week as negotiated, including planning/prep and meetings.

Additional hours may be available for special purposes and within funding/budget constraints, program expansion is also possible.

## **AREAS OF RESPONSIBILITY**

The key role of the Garden Coordinator/Trainer is to coordinate the operation of the Community Garden spaces and actively deliver scheduled programming. Jobs include (but are not limited to) volunteer and staff management, working with trainees, program planning, managing gardens, growing produce, coordinating food harvests, and promoting positive community connections.

1. Be familiar with KCH programs and core values
2. Work in cooperation with management, staff, students and volunteers
3. Provide timely information for program promotions
4. Oversee the KCH Community Gardens
5. Provide a safe environment for volunteers, staff and participants, attend to and report hazards and risks
6. Provide seasonal, locally grown food in accordance with environmental sustainability principles to the Community Lunches and Food relief programs
7. Provide a welcoming, inclusive environment
8. Work with other community groups to develop new projects
9. Work towards making programs sustainable
10. Create session plans and collate attendance data in accordance with ACFE requirements
11. Assist with evaluation of the program as required
12. Provide brief monthly update reports as required by the Board of Management
13. Create a system for relief temporary back-fill for approved leave of absence or in the event of illness
14. Other reasonable duties as required within the scope of the role and resources

## KEY SELECTION CRITERIA

Essential:

1. To be familiar with the current philosophy and aims of the Kyneton Community House
2. Experience/expertise in horticulture, permaculture and/or environment
3. Program/project coordination experience including budgeting
4. Ability to engage, direct and support the involvement of volunteers and trainees
4. Ability to work well as part of a team as well as independently
5. Problem solving skills and ability to use initiative
6. Excellent communication skills
7. Knowledge of sustainability principles related to local food production

Preferred:

9. Experience in delivering classes to diverse audiences
11. First Aid Level 2 Certificate or willingness to undertake training
12. Victorian Drivers License
12. Fundraising event experience

## ADDITIONAL INFORMATION

Upon appointment additional staff information can be obtained from the *Staff Induction Manual* and the *Policy and Procedure Manual* located in the KCH Office (available electronically upon request).

This position is subject to available funding and KCH reserves the right to cancel the program for the following reasons:

- Insufficient numbers for activities
- Non-compliance with project objectives
- Insufficient funds to run programs.

A three-month review of a new position appointment will be conducted.

## SIGNATURES

I understand the responsibilities and duties outlined in the position descriptions and agree to abide by the principles, policy and procedures of the Kyneton Community & Learning Centre Inc.

Employee: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

KCH Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

