

Job Specification for: Assistant Facilitator & Community Garden Technician

Are you ready to create vibrant community spaces and inspire people to grow together through gardening?



Job Description:

We're recruiting a Assistant Facilitator & Community Garden Technician to support our community gardens, allotments, orchard and volunteer learning sessions.

This is a practical, hands-on role involving gardening, basic maintenance and repairs, and helping develop new community garden spaces. You'll also support friendly volunteer sessions, sharing practical skills in a simple, inclusive way and helping people build confidence through working outdoors.

The role is three days per week, with flexible hours to support caring responsibilities, and occasional evening or Saturday work by agreement. Training and machinery licences will be provided.

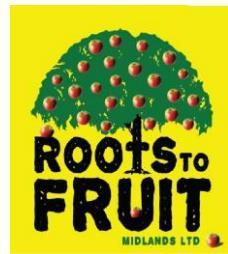
APPLICATION DEADLINE 01/02/2026

Organisation: Roots to Fruit Midlands Ltd.

Our Mission:

We are a community-focused, not-for-profit social enterprise dedicated to growing both plants and people since 2013. Our mission is to empower individuals to enjoy and care for their local

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green spaces, while developing practical horticultural and gardening skills that help sustain and enhance these environments.

Funder: The National Lottery Reaching Communities Fund. The Roots to Empowerment Project.

Location: 51 Chester Road, Streetly, Sutton Coldfield, West Midlands. B742HH
Community Garden, allotments and occasionally some other sites across the Midlands

Responsible to: Jonathan Ensell (Project Manager and company director)
Contract Type

Fixed-term contract: 5 years (subject to continued funding)

Working Pattern:

- 3 days per week (21 hours)
- Flexible working hours to support caring responsibilities
- Some evening or Saturday work may be required by agreement
- Preference for some set days each week to support team coordination

Salary:

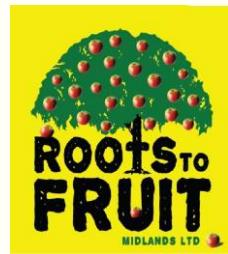
- Salary: £17,000 per year (part-time, 3 days per week, inclusive of employer National Insurance contributions. Pro-rata for 3 days/week; FTE £28,333)
- Annual review with potential incremental increases, subject to funding and performance

Holiday Entitlement:

- The post-holder is entitled to **eight (8) weeks paid annual leave per leave year**, calculated on a pro-rata basis according to contracted working hours.
- Public and bank holidays are included in addition to this entitlement, where they fall on the employee's normal contracted working days.
- Where a public or bank holiday falls on a non-working day for the employee, there is no entitlement to an alternative day in lieu.

Job Purpose

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The Assistant Facilitator & Community Garden Technician will support the delivery of community gardening, allotment development, and practical skills training. The role combines **hands-on site maintenance, basic construction and repair, and supporting and leading volunteer learning sessions**, helping local people gain confidence and practical skills in a supportive environment.

This role is ideal for someone who enjoys **working outdoors, sharing practical knowledge, and contributing to community wellbeing**, while being supported to develop new skills and qualifications.

Key Responsibilities

Practical Site & Garden Maintenance:

- Maintain community garden and allotment areas, including:
 - Grass cutting and strimming
 - Developing new growing areas
 - General garden upkeep and improvement
 - Help set up resources and support other facilitators
- Carry out basic repairs and improvements, including:
 - Fences, gates, sheds, and garden structures
 - Minor outdoor building/structure repairs
 - Basic slab laying and groundwork

Ensure sites are safe, tidy, and welcoming for volunteers, students and visitors

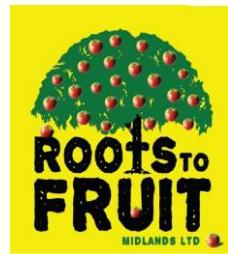
Volunteer & Community Support:

- Support and lead simple, practical volunteer sessions around garden maintenance, vegetable growing and environmentally sustainable horticulture.
- Demonstrate basic skills in an accessible, patient, and encouraging way
- Help create an inclusive and positive learning environment
- Work with people of different ages, abilities, and backgrounds

Training & Skills Development:

- Be willing to undertake **machinery and equipment licences** (e.g. tractors, brush cutters, lawn mowers, hedge trimmers etc.)

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- Follow safe working practices and support others to do the same
- Assist with preparing tools, materials, and work areas for sessions

Health, Safety & Organisation:

- Work in line with health and safety procedures and risk assessments
- Report maintenance issues, hazards, or equipment faults
- Liaise with the Project Manager regarding work planning and priorities

The successful applicant will be working with volunteers, vulnerable adults and young people on site; therefore, will be required to undertake appropriate safeguarding procedures through enhanced DBS checks.

Person Specification

Essential:

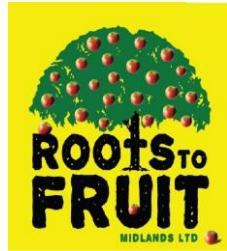
- Practical experience and knowledge in gardening, grounds maintenance, or site maintenance
- Confidence using basic hand tools and garden equipment
- A positive, friendly approach to working with people
- Willingness to learn new skills and undertake training
- Ability to carry out practical tasks that may involve **physical activity**, such as bending, lifting, standing, and working outdoors, **with reasonable adjustments where required**
- Good communication skills and a supportive attitude
- Ability to work as part of a small team
- Ability to work independently, using initiative to manage practical tasks, while knowing when to seek guidance or support.
- Able to problem solve and become adaptable to new circumstances.

Desirable:

- Experience working with volunteers or community groups
- Basic construction or landscaping experience
- Previous experience in a community, education, or social-enterprise setting
- Current machinery licences (or willingness to gain them)

Application Process

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How to Apply:

Please fill in this form by clicking on the link below:

<https://docs.google.com/forms/d/e/1FAIpQLSdaovnxPu6y-ykckddm5yPpRf7xSEzWyFaghyBYxly5Dnk3g/viewform?usp=sharing&ouid=104551738396203843614>

Deadline: 01/02/2026

Contact details:

For any further information please contact Jonathan Ensell on 07590620890 or by email through rootstofruitmidlands@gmail.com

About Roots to Fruit Midlands Ltd.

We deliver expert training in land-based and horticultural machinery, while championing the latest environmentally sustainable gardening techniques. Our team works with over 15 schools across the Midlands, inspiring children to connect with nature—learning how to enjoy it, care for it, and explore the careers it can offer. At our welcoming 90-year-old orchard and community garden, we produce our own peat-free compost and grow plants alongside students and volunteers, creating hands-on learning experiences that nurture both skills and a love for the natural world.

Commitment to Equality & Inclusion.

We are committed to equality, diversity, and inclusion. We welcome applications from all sections of the community and will consider reasonable adjustments to enable applicants with disabilities or health conditions to perform this role.