

Post	Postcode Gardener
Reports to	Technical Services Manager
Working pattern	3.5 or 4 days per week
Location	Westway Trust Estate, W10 5XL
Salary	£26,000 per annum pro-rated

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. In 2019, a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021, a new CEO was appointed, and a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental, and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and to deliver our ambition, we work with a full range of stakeholders including around 80 Member Organisations. You can see the organisations plan at: www.westway.org/about-us/horizon-plan/

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 4 car parks, 34 offices, 32 shops, and an Olympic-registered skate park.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting, and enterprise opportunities here together with improvements to the public realm so that it is a place the tenants and community is proud of, and even more visitors can enjoy.

Job purpose

This part-time role will be divided equally into 2 parts between the Postcode Gardener role and the Community Gardener role.

Postcode Gardener - To lead a programme around Notting Dale & North Kensington, to create greener neighbourhoods and encourage community involvement through gardening.

Community Gardener - To work as a proactive member of the Grounds and Gardens Team to ensure the green spaces across Westway Trust's 23 acres of land are maintained to a high standard.

We're looking for someone with a love of gardening and community to work with local people to become involved with their green spaces. This is a wonderful opportunity to help local people improve their health and wellbeing and create greener neighbourhoods. The successful applicant will be our Postcode Gardener and will be empowered to encourage, facilitate, provide advice and support through developing links with community groups and those wishing to set up a garden project or green community space.

You will provide practical support by sharing your knowledge and enthusiasm with local people of all ages and backgrounds. You will respond and make initial contact with local people or groups who contact the Westway Trust for help and advice on how to start a gardening group or develop a local green space. You will help formulate an action plan for their ideas and help them promote their project to encourage local participation.

Principal accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility as by the nature of this role, the Postcode Gardener will be expected to take ownership of the areas of accountability below, and to develop it in line with the needs of the communities of Notting Dale and North Kensington.

- Support residents with greening their own spaces across Notting Dale/North Kensington.
- Respond to new requests for help and assistance in setting up gardening and greening projects.
- Provide ongoing support for these projects.
- Source plants, materials and help manage an activity budget.
- Ensure all relevant health and safety standards and procedures are followed and promptly report any issues or concerns to your line manager.
- Work with others in the Westway Team, volunteers and community groups, to maintain green spaces and local greening projects.
- Monitor and evaluate success of activity sessions.
- Produce a monthly progress report.
- Routine maintenance to include, weeding, mowing, edging borders, raking leaves, daily litter picking.
- Nursery work – sowing seed, pricking out, potting on, potting up, pot weeding and maintaining the nursery area.
- Cleaning tools and equipment and use of pressure washer. Report machinery faults and repairs needed.
- Use of garden machinery including, Pedestrian mowers, Strimmers, Back-Pack & Hand-held blowers, hedge-cutters (Chainsaw use and Woodchipper use – if trained).
- Other tasks as needed as the role develops.

Person specification

You will be an outgoing, energetic Gardener who is passionate about horticulture, with a love for connecting different communities with nature.

Knowledge and Experience:

- Knowledge of cultivated and wild plants and gardening requirements.
- Knowledge of organic and sustainable gardening methods.
- Basic computer skills including use of Microsoft Office (Word, Excel).
- Experience of leading, motivating and instructing mixed-age groups from diverse backgrounds, running sessions, and managing volunteers.
- Experience of building links with community groups and residents.
- Experience of helping plan small projects and managing small budgets.
- Experience of producing short progress reports and evaluations.
- Experience of adhering to health and safety regulations.
- Good knowledge of the local area would be helpful.

Personal Skills:

- Friendly, outgoing, and self-motivated with good people skills.
- Organised and energetic with good time-management skills.

- Confident communicator with good people skills.
- Good at problem-solving or solution finding.
- Reliable and flexible.
- Commitment to eco-friendly gardening practices.
- Ability to work independently and as part of a team in a culturally diverse environment.
- Demonstrate understanding and commitment to equal opportunities and diversity.

The ideal candidate will demonstrate the Trust's Values— Courage, Equity, Integrity, Openness and Sustainability - always in their work and behaviours.
