



ecoACTIVE
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POSTCODE GARDENER: JOB DESCRIPTION

GENERAL INFORMATION

Job Title:	Postcode Gardener
Salary:	£27,456 FTE (£16,473.60 pro rata per annum)
Hours:	21 hours per week (including occasional weekend sessions)
Employment Period:	May 2024 - March 2027, subject to project funding
Responsible to:	Director

OVERVIEW OF ECOACTIVE

ecoACTIVE is an environmental education charity, based in east London. We provide workshops and projects for schools and community groups, in Hackney and other parts of London. For further information about our work, please visit our [website](#) and take a look at our social media [Twitter](#) | [Instagram](#) | [Facebook](#) | [LinkedIn](#) ecoACTIVE is a caring, and supportive organisation to work for. We are a small team (currently five members of staff), guided by a dedicated group of Trustees, and assisted by freelance session workers and volunteers.

THE HACKNEY BUZZLINE

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Hackney Buzzline is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we will create a four km pollinator corridor connecting four parks in Hackney through three social housing estates. The parks are local sites of importance for nature conservation. We will build the corridor by sowing wildflower meadows, planting flower beds and creating 'stepping-stone' habitats and monitoring their impact on pollinator diversity.

We are recruiting to fill two new roles - *The Project Manager & Community Ecologist*, and *The Postcode Gardener*.

The Postcode Gardener will deliver a community planting programme, which will allow us to build the Hackney Buzzline over three years in support of Hackney's Local Nature Recovery Plan. We will create our flower-rich pollinator corridor beside walking and cycling paths to help boost the physical health and mental wellbeing of Hackney residents.

The Project Manager & Community Ecologist will be responsible for the day-to-day management of the project, and will also oversee monitoring and impact measurement, in terms of differences made to local people and pollinators. In the summer months this will involve carrying out a number of ecological surveys. In the winter, the role will focus on evaluating the project, assisting with reporting, and recruiting volunteers and community groups ready for the following year.

JOB SUMMARY

1. Help **improve the natural heritage in Hackney**, by providing gardening activities and horticultural support for residents in the borough, focusing on increasing pollinator diversity and abundance.
2. Set up and deliver **pollinator-planting and habitat-creation projects**, structured in 6-12 weekly session blocks for community groups, schools and residents living along the Hackney Buzzline.
3. Engage and **support a wide range of people** to take part in gardening sessions, particularly those who are underrepresented in traditional environmental activities.
4. Provide **hands-on training** and practical experience for participants and volunteers, supporting them to gain new skills in sustainable gardening.
5. Support community hubs to understand how to **maintain the pollinator habitats** created along the Hackney Buzzline in the future.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Deliver seasonal gardening programmes to create and enhance pollinator friendly 'stepping stones'

- Design, plan and deliver seasonal programmes of pollinator-friendly gardening activity, including creating visually attractive meadows and flower beds
- Lead weekly sessions, secure and maintain tools, and keep attendance records
- Source plants, materials and refreshments and help manage a project budget.
- Ensure all relevant health and safety standards and procedures are followed.
- Secure permissions and collect and share photographic and video content from sessions, following GDPR rules.
- Provide 'Planting for Pollinators' guidance for other gardeners, volunteers and local residents.
- Monitor and evaluate success of activity sessions and support with project reporting.

2. Community development

- Liaise with schools, health bodies and community groups to recruit and refer residents to the Hackney Buzzline.
- Liaise with community groups to design and plan gardening sessions which are adapted to the groups' needs and are fully inclusive and accessible.

3. Assist in other administrative duties that contribute to the smooth running of the project, e.g. submitting expenses records.

4. Maintenance of strict confidentiality on all information concerning members/trustees and staff, and our service users.

5. Deliver all activities in accordance with ecoACTIVE's Equality, Inclusion and Diversity Policy, ensuring that services do not discriminate against anyone because of protected characteristics under the Equality Act (2010).

6. Any other reasonable tasks related to the project, as directed by the Director.

4. TERMS & CONDITIONS OF EMPLOYMENT

All staff members are expected to comply with ecoACTIVE's policies and procedures, detailed in the Staff Handbook.