



## HILL CLOSE GARDENS TRUST

Bread and Meat Close, Warwick CV34 6HF  
Tel: 01926 493339 [www.hillclosegardens.com](http://www.hillclosegardens.com)

### **COMMUNITY ENGAGEMENT WORKER – Job description**

This is a fixed term contract for 2 years, average 40 hours per month, 480 hours pa, at £ 12.50 ph

These hours can be taken flexibly. This position may be extended subject to performance in the role and to funding becoming available. HCGT is an equal opportunities employer.

#### **Purpose of the post**

This post forms part of our Heritage Lottery Fund grant. Its aims are:

To broaden the range of people coming to the Gardens, whether as visitors, members or volunteers, by engaging with a wider demographic cohort, currently predominantly white, middle class and fifty plus.

To encourage those living close to HCG to engage with the gardens, either through the take up of membership or by undertaking volunteering roles.

To extend social interaction and combat loneliness, by increased engagement with HCGT.

Success will be measured by numbers of new local visitors, members and volunteers.

#### **Duties and responsibilities**

Identify factors that prevent greater engagement with HCG through, for example, liaison with local groups and with agencies, working with target groups, and by selective house to house surveys of local residents.

Develop a strategy that will challenge those obstacles identified.

Plan and develop offsite and onsite initiatives tailored to target groups, such as half price morning taster sessions, transport for the less mobile, specific activities for children and families, gardening workshops, healthy eating sessions etc; all aimed at engaging them with the Gardens and promoting independent return visits.

Raise the profile of HCG among under-represented groups through a range of marketing and promotional strategies, such as attendance at community events, offering introductory talks about the Gardens in local venues, maximising the use of local networks and wider social media.

Support the integration of new volunteers into the HCGT teams, particularly Education and Tea Room, to encourage effective team working.

Positively promote volunteer opportunities, relating to the two teams previously mentioned, with the specific target of increasing numbers.

Attend Team meetings as required to report on activities, progress and outcomes.

### **Experience and abilities**

Experience of working with volunteers, offering support, guidance and appropriate training, where necessary.

Experience of leading meetings and addressing groups, both formally and informally.

Good interpersonal skills for communicating effectively and appropriately with a wide range of groups and individuals.

Good organisational skills for working on one's own initiative to plan a programme of work which meets the required targets and timescales.

Good ability to work flexibly and travel when necessary so as to engage with, and gain the confidence of, local residents at the times and in the places they prefer.

Good ability to keep records and write reports, IT skills being thus essential.

Experience in passing on skills to others would be valuable.

### **Application Process**

Your application, accompanied by your contact details, a brief description of why you believe you are a suitable candidate, and your CV, should be made to the Centre Manager, Hill Close Gardens Trust, [centremanager@hcg.org.uk](mailto:centremanager@hcg.org.uk), 01926 493339. Closing date April 30 2019.