



Glover's Lane, Netherton, Merseyside, L30 5QW
Tel: 0151 291 8010 | Fax: 0151 291 8031
Email: info@feelgoodfactory.org.uk
www.feelgoodfactory.org.uk

Direct Line: 0151 291 8030

Direct email: sandra.duncan@feelgoodfactory.org.uk

July 3, 2025

Dear Applicant

Ref: Community Garden Co-ordinator

Thank you for your interest in the post of Community Garden Co-ordinator.

This is an exciting post that may be of interest to a range of people with different backgrounds. All applicants will need to have good knowledge of horticulture but it involves a lot more than that. This is an opportunity to help drive forward a project that incorporates work with the community and environmental sustainability as well as an imaginative approach to development.

This pack comprises information about the post. Should you wish to speak with someone about the opportunity please contact me on the number above.

Our annual report can be found here:

<https://www.feelgoodfactory.org.uk/index.php/annual-report-a-c-s>

If you wish to apply, please do so using our online application form. **Please note that we do not accept C.V.s. – only applications received via our application form will be accepted.**

In order to apply please follow these steps:

1. Read the information about the post carefully.
2. In particular you will be asked to provide a letter in support of your form. This is mandatory and the most important part of the application form. You will be asked to upload this with the online form.
3. Once you are ready, please access the online form. This can be found here:
<https://form.jotformeu.com/NethertonFeelgood/job-application-form>
4. Please also complete the Equal Opportunities Form here.
<https://form.jotform.com/NethertonFeelgood/EOForm>
This is kept separate from applications.
5. When you are happy with the form, click submit.
6. A summary of your application will be sent to you by email.

If for any reason you cannot use this form, please email me at the address above and I will forward to you a PDF copy.

Finally, we are interviewing for this post as suitable applicants apply so there is no closing date as such. As soon as a suitable person is interviewed we will close recruitment and will notify unsuccessful applicants. As a result you are advised to apply as soon as possible.

Good luck with your application.

Yours sincerely

A handwritten signature in blue ink that reads "Sandra Duncan". The signature is written in a cursive, flowing style.

Sandra Duncan
Chief Executive



Project Worker – Community Garden Co-ordinator

Job Description

Salary: £25,000

Hours of Work: 35 per week

Reports to: Chief Executive Officer

Location: Netherton Feelgood Factory/ Netherton Community Garden

Responsible for: Volunteer Assistants

This post is offered until June 30th 2028 in the first instance.
Funded by the National Lottery Reaching Communities Fund.

Job Purpose:

The co-ordination of the Netherton Community Garden to:

- promote its movement towards greater financial stability through encouraging income generation
- operate within the Feelgood Factory as a member of the community team, facilitating at least one group aimed at socially isolated people.
- train, facilitate and manage volunteers and community groups to deliver projects in the Netherton Community Garden which support the Garden's overall vision of promoting a greener local community.

Main Duties & Responsibilities:

Garden and maintenance

- To work closely with the Community Garden Steering Group and the staff of the Feelgood Factory to maintain the Community Garden, leading on overall scheduling for dedicated work and seasonal priorities
- To work closely with the Chief Executive in identifying and implementing moves towards making the Community Garden more financially sustainable.
- To oversee planting and re-planting areas throughout the year on an agreed schedule
- To oversee and undertake general garden maintenance, including weeding, hedge trimming, strimming and leaf blowing
- To ensure that tools are in good working order and deal with any defects immediately

Garden project facilitation

- To work with the Steering Group to develop the practical concept of the Community Garden and work with the local community to attract people into it.
- Lead on the development and subsequent delivery of garden based training and community programmes, within agreed budgets and schedules
- Ensure that volunteers are trained in the safe use of tools and equipment and supervise this where applicable
- Work with the Feelgood Factory and other local groups in recruiting local volunteers to be part of the project
- Work with the Steering Group and the Feelgood Factory to coordinate and deliver community growing days and garden-based events
- Work with the Feelgood Factory marketing team and other colleagues to ensure effective communication of the Community Garden
- Work with the Steering Group and the Feelgood Factory's Fundraising team to undertake fundraising for the Netherton Community Garden, researching opportunities and providing materials for applications

Community work

- Work as part of the wider Feelgood Factory Community Team
- Facilitate at least one group within the Feelgood Factory aimed at alleviating social isolation

Health and safety

- Adhere to and be accountable for the health and safety procedures of the Community Garden
- Develop existing Feelgood Factory procedures and risk assessments to incorporate garden specific health and safety planning and/or risk assessments
- Ensure volunteers and visitors comply with legal and Feelgood Factory requirements

General

- Work actively at all times within all Feelgood Factory policies including Customer Care, Access, Health and Safety, Environmental, Equality and Diversity and Safeguarding
- Attend meetings and training when required
- Keep effective records of all activities, and actively contribute to monitoring and evaluation of all garden projects
- To work as part of the wider Feelgood Factory team to pursue the common aims and objectives of the organisation.

It is the nature of the work of Feelgood Factory that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by Feelgood Factory's policies with regard to Health and Safety, and Equal Opportunities. All employees are also reminded of the

need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners.

SAJD – June 2025



PERSON SPECIFICATION

Community Garden Co coordinator

	Essential	Desirable	Method of Assessment
Qualifications & Training	Good standard of general education to at least A level standard		Application Form
	Horticulture skills training		Application Form & Interview
Knowledge, Skills, Experience	Experience of gardening/horticulture		Application Form & Interview
	Strong communication skills, with a confident, articulate and approachable manner		Interview
	Experience of working with a wide range of people		Application Form & Interview
		Experience of working with people with additional needs	Application Form & Interview
	Knowledge of health and safety issues, particularly relating to gardening		Application Form & Interview
		Some experience of business practices in the fields of horticulture, gardening etc.	
		Car driver with clean licence	Application Form & Interview
		Experience of training other people	Application Form & Interview
	Ability to manage own time effectively		Application Form
	Ability to communicate with people from a wide range of different backgrounds		Application Form, Interview
	Experience of working with partners on the development and delivery of projects		Application Form & Interview
	Ability to keep records of work undertaken		Application Form & Interview
	Ability to recognise discrimination in its many forms and put equal opportunities policy into practice		Application Form, Interview

Other General Competencies	Physically able to lift garden machinery.		Application Form & Interview
	Ability to work as part of a team and under own initiative		Application Form & Interview
	Genuine desire to help local communities to adopt more environmentally friendly lifestyles within their own financial and practical capabilities.		Interview
	Willingness to work in a flexible way in line with the requirements of the post. This may involve some evening and weekend work		Application Form & Interview



NETHERTON

COMMUNITY GARDEN

Working for a
Green Netherton



INTRODUCTION

01

The Netherton Community Garden started life in 2016 as a vision to develop a piece of waste urban land into a garden that could be enjoyed by the community and that also would produce fresh produce to promote health and awareness of growing skills.

Since then, and thanks latterly to a National Lottery grant, the garden has begun to develop as a Green Community Hub with the aim of enabling local people to adopt more sustainable lifestyles.

The garden is staffed by a team of local volunteers assisted by two paid members of staff from the Feelgood Factory.





A COMMUNITY SPACE

02

The Netherton Feelgood Factory is developing into an important community space that encourages local people to come together for different events. The chance to chat and relax with others in an open environment is good for mental wellbeing and also enhances community cohesion.

RECENT EXAMPLES OF COMMUNITY EVENTS

Spring and Summer Fetes

Scarecrow Competition

Flower & Produce Show

Christmas Wonderland

GREEN HUB

03

The pressure is on for us all to adopt more environmentally-friendly lifestyles. For more deprived urban areas, however, this can be really difficult as they do not have the resources or life experience to adapt successfully.

The vision of the Community Garden is that we will develop into a hub to resource local people and also provide skills training,

CURRENT DEVELOPMENTS

Skills courses

Advice

Improving biodiversity

Encouraging wildlife

Recycling





SKILLS DEVELOPMENT ⁰⁴

The Community Garden provides an attractive venue for developing the skills of local people both in terms of gardening and environmental awareness but also in related interests such as creativity, cooking and health promotion.

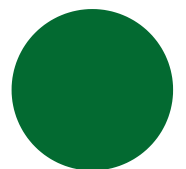
The garden has a container classroom for inclement weather.

EXAMPLE PROGRAMMES

Rubbish Art

Woodworking

Growing and Cooking



VOLUNTEERING

05

The Netherton Community Garden relies on local volunteers to maintain and drive forward the work. In return for their labour, the project provides them with new skills, social interaction, activities that promote good health both physically and mentally and a sense of achievement.

THE ADVANTAGES OF VOLUNTEERING



- Development of skills
- Improved confidence and self-esteem
- Improved physical and mental health
- Social connection and friendship
- Personal growth
- Sense of purpose and community



SECURING THE FUTURE ⁰⁶

We want the Netherton Community Garden to be able to continue into the future. As a result we know that there is need to put it on a business footing so that it is able to generate income and become more and more self-sustaining.

To achieve this we need to be constantly looking for new “outside-of-the-box” entrepreneurial ideas.

EXAMPLES OF CURRENT INCOME GENERATION

Sale of plants

Sale of fruit and veg

Hiring of event space

tenancies in garden

training programmes

Sale of recycled goods

CONTACT INFORMATION



0151 291 8010



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Feelgood Factory, Glover's
Lane, Netherton, Merseyside,
L30 5QW

Community Garden, The
Marian Way, Netherton,
Merseyside, L30 3TD

Registered Charity Number – 1074508
Company Limited by Guarantee - 3614799

