

Vacancy: Freelance Programme and Outreach Coordinator

Location: Grapes Hill Community Garden, Norwich

Salary: £15 per hour, up to 25 hours per month

Contract Type: Freelance

Reports to: Chair of Trustees

Role Purpose

The Programme and Outreach Coordinator will lead the planning, delivery, and promotion of activities within the community garden. The role focuses on engaging local residents, building partnerships, and ensuring inclusive, accessible programmes that support wellbeing, sustainability, and community cohesion.

Key Responsibilities

Programme Coordination

- Plan, organise, and deliver a diverse programme of garden-based activities (e.g. workshops and events).
- Support the two paid gardeners to deliver regular garden volunteer sessions as required
- Monitor and evaluate programme impact, collecting feedback and reporting outcomes.
- Ensure activities align with the organisation's mission, sustainability goals, and community needs.
- Coordination of raised-bed tenancy agreements
- Ensure we are meeting our Garden of Sanctuary commitments

Community Engagement & Outreach

- Liaise, organise regular communication and chair meetings between two other paid officers for this project.
- Attending regular committee/trustee meetings and report to committee what is working well or not
- Develop and implement outreach strategies to engage diverse local groups, including underrepresented communities.
- Build relationships with schools, local organisations, charities, and councils.
- Act as gardens stream lead for Norwich City of Sanctuary (NCoS)
- Act as a key point of contact for volunteers, participants, and partners.
- Promote activities through social media, newsletters, and local networks.

Volunteer Coordination

- Recruit, induct, and support volunteers.
- Maintain volunteer schedules and ensure a positive, inclusive experience.
- Provide basic training and guidance during sessions.

Partnership Development

- Identify and develop partnerships with community groups, funders, and stakeholders.
- Support funding applications and reporting where required.
- Represent the organisation at local events and meetings.

Administration & Compliance

- Maintain accurate records of participation, outcomes, and contacts.
 - Support budget tracking for programme activities.
 - Ensure health & safety procedures are followed, including risk assessments.
 - Act as Safeguarding lead - monitor best practice Safeguarding for all volunteers.
 - Provide timely event information for the web manager to update the website
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Person Specification

Essential

- Experience in community engagement, outreach, or programme coordination.
- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work with diverse groups in an inclusive and respectful way.
- Passion for community development, sustainability, or environmental projects.
- Ability to work independently and as part of a small team.

Desirable

- Experience in horticulture, gardening, or environmental education.
- Knowledge of the local community and stakeholders.
- Experience managing volunteers.
- Familiarity with monitoring and evaluation methods.
- First Aid qualification (or willingness to obtain).
- DBS check (or willingness to undergo one).
- Occasional evening or weekend work
- Physical activity involved (e.g. gardening tasks).

Key Outcomes

- Increased community participation and volunteer engagement.
 - Delivery of high-quality, inclusive programmes.
 - Strong local partnerships and visibility of the project.
 - Positive social and environmental impact.
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What We Offer

- The opportunity to make a meaningful difference to the lives of our volunteers and community
 - A supportive, friendly environment with induction and ongoing training
 - The satisfaction of helping create a thriving, safe and welcoming community space
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About Grapes Hill Community Garden Group

Grapes Hill Community Garden Group is a registered charity (No. 1156616) that transformed a run-down, tarmac-covered former play area near Norwich city centre into a thriving community garden that opened in July 2011.

Our Mission: We provide local residents with opportunities to learn and share horticultural skills in a fully accessible environment. Our garden is designed for full wheelchair access, and we offer free events and workshops that enhance social cohesion by providing fun, education and entertainment for all age groups. The garden is open every day of the year, free of charge to all visitors.

What We Do: Our 50m x 12m garden features over 200 plant species, including fruit trees and bushes, herbs, edible flowers, and woodland wildflowers. We have nine deep raised beds available for local residents to rent for growing vegetables, a greenhouse, fan-trained fruit trees, and unusual varieties such as quince, medlar, and Japanese wineberries. The garden also provides shaded seating areas, sculptures by local artists, and a welcoming lawn space for the community to enjoy. We run regular workshops, events and activities that bring people together whilst teaching valuable horticultural skills and promoting wellbeing through gardening.

Feel free to visit a session or event: <https://grapeshillcommunitygarden.org/pages/events-calendar/>

How to Apply: Please send your CV and a maximum two-page covering letter to: contact@grapeshillcommunitygarden.org by 5pm Friday 12th June 2026.

Shortlisted candidates will be invited to a one-hour interview either face to face or online. We will share the questions in advance.

Use of Artificial Intelligence (AI) in your application: We recognise that AI tools are part of many people's working lives and may be used in preparing applications/interviews. That said, applications are assessed on the basis of your personal experience, judgement and examples. We score for specificity and authenticity; responses that appear generic or indistinguishable from standard AI-generated content will be scored lower.

Reasonable adjustments: If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or sending documents, **please contact** contact@grapeshillcommunitygarden.org

Equal Opportunities: Grapes Hill Community Garden Group is committed to equality of opportunity for all trustees and applicants. We welcome applications from all sections of the community.