



Barracks Lane Community Garden

Charity No. 1116544 and incorporated as Company No. 05945388
www.barrackslanegarden.org.uk

GARDEN MAINTENANCE SERVICES

Specification for work

Barracks Lane Community Garden is a busy and vibrant space, used by many different community groups. We are looking for a person to be responsible for garden development and maintenance.

Main Tasks and Responsibilities

1. To provide at least 8 days on-site supervision of gardening activities and volunteers (one Saturday or Sunday per month between March and October – to be agreed in advance)
2. Health and Safety. To identify and report to the Trustees any new hazards and to coordinate rectifying identified problems.
3. To document and make available a plan of the garden to include current drainage points, electric metering system, log cabin manufacturers, compost toilet manufacturers, soil and pathways limitations to activities.
4. To consult with users and develop a planting plan for the garden.
5. To be responsible for the purchase, planting, maintenance and documentation of the plan.
6. Draw up an action plan of tasks that could be done even when the Gardener is not present
7. Monitor and record all work as required.
8. Contribute to the regular reports and evaluations on the Garden
9. Attend Garden meetings as required

Quality Assurance

Contractor will be expected to hold RHS level 2 or equivalent experience, to provide references demonstrating skills and experience in garden planning and maintenance as well as managing volunteers. Contractors need £5m public liability insurance.

Contract Value: £1440 per annum. The work will be undertaken on a free-lance self-employed basis and the contractor will be responsible for his/her own tax and national insurance.

Contractor's fees will be claimed monthly in arrears on submission of an invoice to a maximum of £360 per quarter

The start date for this work will be February 2012 for 9 months initially to be reviewed in November 2012.

Expression of interest

Please send your expression of interest stating how you meet the specification, with evidence (copies of references, certificates) to:

Mr John Green, Company Secretary, Barracks Lane Community Garden Project,
C/o 36 Kenilworth Avenue, Oxford OX4 2AN

Applications due: 23rd January 2012