

Women's Farm and Garden Association

7, Trull Farm Buildings, Trull, Tetbury GL8 8SQ
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There is a vacancy for a WFGA Regional Manager (formerly WRAGS Co-ordinator) the WFGA Trustees would like to appoint an enthusiastic, self-motivated individual to fill the role.

Applicants need to live within the identified area to enable the Scheme to run smoothly. There is potential for further development by increasing the number of placement gardens and members as well as workdays.

The Regional Manager position requires marketing, organisational & people skills as well as a good knowledge of horticulture & IT literacy. The role has its challenges & rewards but offers the opportunity to operate on a flexible level with other aspects of employment and life, whilst networking with some of the best gardens and experienced gardeners that this country has to offer.

Guidance is given to new managers by a mentor, who will explain the scheme's procedures and will continue to give help and guidance until the new manager is settled in. There is a Forum on the WFGA website where help and advice can be shared, as well as an annual RM meeting.

WFGA Regional Manager Employment Terms and Conditions

Regional Managers are contracted on a self-employed basis and usually work an average of twenty hours per month at times convenient to them, but flexibility is also required taking into account seasonal trends, holiday periods, visiting trainees in their placement gardens etc. Travel expenses are paid @ 45p per mile but not telephone or stationery costs which are deemed to be part of the individual's operating expenses. The rate of pay is £13.00 per hour for the first three months, thereafter increasing to £14.00 per hour, following successful completion of a three-month probation period, applicable to both parties.

All aspects set out in the Job Description apply to this position.

Please apply with CV to admin@wfga.org.uk

Job Description for WRAGS Regional Manager

Title: WRAGS Regional Manager
Status: Self employed
Responsible to: WFGA (Board of Trustees)

Overall Purpose

To ensure the successful implementation of the **WRAG scheme** as designed and laid down by the WFGA, minimising costs and maximising revenue for the WFGA.

Main tasks fall into 2 areas:

Local marketing

- Source, inspect and agree suitable working gardens for training placements.
- Actively seek opportunities to recruit gardens & new trainees, also promote the WFGA using all forms of media & in person e.g. WI meetings, gardening clubs, garden open days, local colleges, local newspapers etc.
- Develop relationships with garden owners, WFGA members & any potential supporters.
- Promote workdays & workshops with garden owners.

WRAGS trainees

- Contact new potential trainees within 2 weeks of receiving their details & conduct telephone interviews to assess their suitability for the scheme.
- Promote to trainees the Christine Ladley fund as well as the use of the website and forums
- Arrange & take part in the interview of the first trainee placed in a new garden alongside the Garden Owner/Head Gardener/trainer; source all subsequent potential trainees & arrange interviews.
- Once placements are confirmed, advise the office of garden & trainee details, start dates, working days and times.
- Ensure that the monthly reports are received. Monitor and record what the trainees are achieving and that the work they complete is appropriate.
- Visit trainees in their placement gardens twice during their training period to review the training that is taking place.
- At end of placement arrange for Certificate of completion to be issued.
- Submit any and all paper work appertaining to trainees & gardens on the correct forms and with the correct details, by e-mail if appropriate. Invoices should also be submitted monthly with expenses forms & timesheets on the correct forms.

PERSON SPECIFICATION FOR WRAGS REGIONAL MANAGER

COMPETENCE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Has successfully completed basic City and Guilds or RHS qualification or equivalent. • Has the experience to assess gardens and to assess the potential in the trainer. • Has successfully completed a WRAGS placement or similar training scheme or work. 	<ul style="list-style-type: none"> • HNC or higher RHS or City and Guilds horticulture qualification.
Abilities	<ul style="list-style-type: none"> • Computer literate; able to use word processing and e mail • Good planner • Well organised • Good people skills • Good negotiator 	<ul style="list-style-type: none"> • Has knowledge of running a business. • Understands the relationship of contracting the Scheme on behalf of the WFGA • Good presentation skills
Personal qualities	<ul style="list-style-type: none"> • Fit and healthy • Able to converse easily with all types of people • Car owner/driver 	