

Working for Gardeners Association

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The WFGA are looking to recruit a **Regional Manager** to develop and support our Work & Retrain as a Gardener Scheme (WRAGS). We are looking to appoint an enthusiastic, self-motivated individual to act as a regional presence for the WFGA.

The role will be to cover the region of the **East Anglia** (Cambridgeshire, Norfolk, Suffolk).

Applicants need to **live within the area** to enable the Scheme to run smoothly, with a focus on widening the number of placement gardens, working with members and trainees, as well as creating workshops and skills days within gardens.

The Regional Manager position requires marketing, organisational & people skills as well as a good knowledge of horticulture with 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 are various sources internally where help and advice can be shared, as well as a bi-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 £15.50 per hour, and there will be a three-month probation period.

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

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

Job Description for WFGA Regional Manager

Title: WFGA Regional Manager
East Anglia (Cambs, Norfolk & Suffolk)

Status: Self employed

Responsible to: WFGA (Board of Trustees)

Overall Purpose:

To act as a regional presence for the WFGA and manage local implementation of the WRAG (Work and Retrain as a Gardener) scheme, working to develop and enhance the horticultural skills and knowledge of local members.

Key aims of the role

- Develop and manage relationships with garden owners, WFGA members & any potential supporters.
- To use a variety of sources to actively recruit gardens and work with trainees, and in particular, attract gardens who can offer placements for the WRAG scheme.
- Being creative in developing local relationships using horticultural sources: colleges, NGS contacts, garden networks, local nurseries, social media, magazines, radio etc. Use these networks to develop opportunities for all members including volunteering, practical skills days, WRAGs placements, workshops and more.
- Look for opportunities to hold workshops and skills days in a variety of settings, one of the revenue generators for the Charity.

WRAG Scheme

- Ongoing networking and developing relationships with garden owners who can offer a trainee placement in their garden.
- Managing potential trainees. Set up systems so that new potential trainees are contacted within 2 weeks of receiving their details. Conduct telephone or video interviews to assess their suitability for the scheme. Ensure potential trainees know about waiting times for placements and managing expectations.
- Maintain and manage waiting lists. Ensure regular contact with people on the waiting list and ensure they are aware of workshops, skills days and WFGA online tools and resources.
- Carry out Garden Inspections for potential new WRAG placements. Assess suitability and the requirements of the garden, following our guidelines.

- Set up informal interviews. Manage the interview process, support the Garden Owners and the candidates.
- Once placements are confirmed, advise the office of garden & trainee details, start dates, working days and times.
- Ensure that the monthly reports from trainees are received. Monitor and record what the trainees are achieving and that the work they complete is appropriate. Provide them with feedback during their year.
- Visit trainees in their placement gardens once/twice (depending on situation) during their training period to review the training that is taking place.
- At end of placement arrange for WRAGS Training Certificate of completion to be issued.
- Promote various Bursaries on offer to trainees, as well as the use of the website and forums, encouraging long term membership beyond the training.
- Submit any and all paperwork 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. • Ideally 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 WP/excel, internal systems • Good planner, organisational skills • Ability to converse easily with all types of people 	<ul style="list-style-type: none"> • Has knowledge of running a business. • Understands the relationship of contracting the Scheme on behalf of the WFGA

	<ul style="list-style-type: none">• Good negotiator	<ul style="list-style-type: none">• Good presentation skills• Social media skills
Personal qualities	<ul style="list-style-type: none">• Car owner/driver	