



Working for Gardeners

7, Trull Farm Buildings, Trull, Tetbury GL8 8SQ
Telephone: 01285 841468 Email: admin@wfga.org.uk

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

The role will be to cover the region of **(Midlands-South): Gloucestershire (North), Warwickshire & Worcestershire.**

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 and people skills as well as a good knowledge of horticulture, with IT literacy. The role offers the opportunity to operate on a flexible level alongside 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 Regional Managers by a mentor, who will explain the WRAG Scheme's procedures, and will continue to give help and guidance until the new Regional Manager is settled in. There are various sources internally where help and advice can be shared, as well as a bi-annual Regional Manager meeting.

Working for Gardeners 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, although more or less hours may be required depending on the region and the amount of garden and trainee activity. 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 £16.12 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 executive_officer@wfga.org.uk, and copy in admin@wfga.org.uk.

Job Description for Working for Gardeners Regional Manager

Title: Working for Gardeners - Regional Manager
(Midlands-South): Gloucestershire (North), Warwickshire & Worcestershire.

Status: Self employed

Responsible to: Executive Officer

Overall Purpose:

To act as a regional presence for Working for Gardeners and manage local implementation of the Work and Retrain as a Gardener (WRAG) 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, Working for Gardeners' members and 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, WRAG Scheme 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 a 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 their 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 Working for Gardeners online tools and resources.
- Carry out Garden Inspections for potential new WRAG Scheme 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 a placement arrange for the WRAG Scheme 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 their training.
- Maintain records on the CRM to accurately record contacts and conversations.
- Invoices should also be submitted monthly with expenses forms and timesheets on the correct forms.

PERSON SPECIFICATION FOR WRAG SCHEME 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 WRAG Scheme 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"> • Excellent communication skills • Computer literate; able to use Microsoft365 • Good planner, organisational skills 	<ul style="list-style-type: none"> • Has experience using a CRM. • Has knowledge of running a business.

	<ul style="list-style-type: none">• Ability to converse easily with all types of people• Good negotiator	<ul style="list-style-type: none">• Understands the relationship of contracting the Scheme on behalf of Working for Gardeners.• Good presentation skills• Social media skills
Personal qualities	<ul style="list-style-type: none">• Car owner/driver	