



Floral Enhancement Project Manager

Falkland in Bloom Society is growing. We've a proven track record of floral enhancement in the Falkland community and we are looking to expand our efforts to other 'Bloom' communities across Fife.

Made possible by external funding, Falkland in Bloom will create and develop a secondary branch as a Social Enterprise. This branch will enhance and expand our activities, complementing but never replacing the valued work of all Falkland in Bloom volunteers. We are seeking a Project Manager to drive forward this new and exciting initiative.

As Project Manager, you'll draw on sound horticulture experience and qualification to care, cultivate, create and maintain floral displays in tubs, baskets, and beds. You'll have proven planning, administrative, IT and communication skills, liaising with community groups and suppliers to co-ordinate orders of plants, deliveries and payments. You'll also provide training and support for local communities on horticulture matters. In short, you'll be key to helping our communities grow.

Funding has been secured for a two year period. The post holder would be expected to identify additional sources of funding or income to support the development of this initiative.

Main Duties of Role

- Actively engage and build effective relationships with Bloom community groups across Fife to promote the Enterprise, ascertain needs, and ensure delivery of services to meet agreed requirements. Deliver presentations and attend meetings, including evening meetings, as required.
- Provide training, support and guidance to community groups as required.
- Sow seeds, prick out seedlings, pot up plug plants, take and propagate plant cuttings, and ensure the care and cultivation of a range of plants within the polytunnels.
- Ensure the opening, closing and airing of the polytunnels and the appropriate watering of plants, either manually or by the irrigation system.
- Liaise with suppliers to order plants and materials.
- Make up hanging baskets and tubs and develop sustainable planting schemes.

- Work with IT supplier to create an online ordering tool for use by community groups.
- Manage the online ordering tool, co-ordinating orders, payments and deliveries. Maintain all records as required.
- Undertake and ensure maintenance of all equipment and materials.
- Complete and adhere to relevant risk assessments and other health and safety requirements in the operation of machinery and equipment and in the use of chemicals such as weed-killer and disinfectant. Maintain all records as required.
- Attend meetings and work with the Management Committee to progress the initiative and grow the role for future years by identifying new opportunities and sources of funding.
- Work with the Management Committee to prepare an annual report for submission to the CIC regulator.
- Other duties commensurate with the purpose of the role as required by the Management Committee.

Person Specification

Essential:

- Proven experience in the care and cultivation of plants from seed, plug and cutting.
- Educated to HND level or equivalent in a horticulture related subject.
- Knowledge of trends and popular preferences in plant choices, colours and planting arrangements.
- Knowledge of health and safety including risk assessments and CoSHH assessments.
- Ability to plan, organise and lead activities to meet time-bound goals.
- Ability to communicate verbally clearly and confidently to a range of audiences, to inform, advise, persuade, instruct, guide and train.
- Administrative, record keeping and IT skills.
- Self-motivation and integrity to work unsupervised to high standards.

Desirable:

- Experience in a project management role.
- Experience of contributing to a Bloom/community group.

Physical Requirements of Role

The post requires significant levels of bending, kneeling, stretching, lifting and carrying in the normal course of duties, for example, receiving deliveries, moving bags of compost, planting out, using hoses and watering cans.

Travel in Role

The role requires travel to various locations across Fife and on occasion further afield (e.g. to visit suppliers) in the normal course of duties.

Working Pattern

Days and hours of work will be subject to discussion. Full-time hours are 35 hours per week. There will be the requirement for evening and weekend work to meet the needs of local communities. The pattern of work/availability for work must take account of the seasonal nature of the work.

Reporting Structure

The post holder will report to the Management Committee.

The post holder will be expected to supervise and support any direct reports established through the success of the initiative.

Rate of Pay

The rate of pay is £10 per hour, subject to statutory deductions.

Terms and Conditions of Employment

Funding has been secured for this initiative for two years, reviewed on an annual basis. This appointment is reviewed each year, at anniversary of appointment, during the two year duration to meet project funding requirements.

Other terms and conditions will be as determined and notified in writing by the Management Committee.

Further Information

For further information on Falkland in Bloom, visit our website:
www.falklandinbloom.com

Making an Application

To be considered for this exciting new role, please send a covering letter with your CV to Mrs Lee Ryan at treasurer@falklandinbloom.com by 5 p.m. Sunday 6th November 2011.

If you wish to discuss any reasonable adjustments we might make to facilitate your application, please call Lee Ryan, Treasurer, on 07747 092469.