Position Description

Organisation:	Green Connect
Vision:	A connected community that values people and planet.
Mission:	Reduce waste, grow fair food and provide fair employment for young people and former refugees.
Values:	Earth care. People care. Fair share.
Strategic objectives:	1. Reduce waste to landfill 2. Grow and distribute fair food 3. Create good jobs and employment pathways 4. Engage and connect our community 5. Be a sustainable business
Parent company:	Green Connect is a social enterprise owned and managed by Community Resources Ltd, a national not-for-profit organisation.

Position title:	Gardening and Landscaping Coordinator
Purpose:	Establish a gardening and landscaping service within Green Connect. Provide high quality services to clients, including commercial garden maintenance services, residential projects and government projects. Coordinate groups of supported staff (largely young people and former refugees) to undertake gardening and landscaping work.
Reports to:	General Manager, Green Connect
Award level:	Gardening and Landscaping Level 5 (paid above Award, $35/hour, negotiable)
Hours:	15-30 hours per week (negotiable)
Contract duration:	12 months

Responsibilities:	• Lead Green Connect's gardening and landscaping service including:
	  ○ Business development
	  ○ Agreeing on scope of works with customers (including designing services that are appropriate to the site, customer and budget, and quoting appropriately)
	  ○ Delivering high quality gardening and landscaping services that are as eco-friendly as possible (leading others and undertaking some work yourself)
	  ○ Building and managing positive customer and partner relationships
	  ○ Maintaining excellent work health and safety including creating and implementing pre-start checklists, site inductions and safe work method statements
	  ○ Managing tools and equipment

	• Manage teams of supported staff to undertake gardening and landscaping work, including:
	  ○ Supporting people experiencing barriers to employment, particularly young people and former refugees. Use a community development and strengths based approach to:
	  ▪ Build on the ideas, goals, talents and strengths of participants – what's already working;
	  ▪ Build relationships that are honest, respectful and that involve two-way learning; and
	  ▪ Work in collaboration with other organisations and community members.
	  ○ Booking appropriate staff for each job, being mindful of both skills and support needs
	  ○ Ensuring that staff are appropriately inducted, trained and are working safely at all times
	  ○ Monitoring and managing performance in the workplace, providing training, coaching or mentoring where appropriate, and documenting performance concerns, interventions and outcomes.
	• Administration of gardening and landscaping work:
	  ○ Keeping good documentation including preparing and submitting timesheets, rosters, quotes, invoices, work health and safety
	• Continuous improvement:
	  ○ Creating and maintaining good systems and processes
	• Represent Green Connect
	• Work collaboratively with other Green Connect and Community Resources staff

Skills:	• Gardening and landscaping (or similar) knowledge and experience • Ability to lead and manage groups of staff, sometimes with high support needs, using a strengths-based approach • Ability to lead and deliver gardening projects to a high standard • Good administration and IT skills • Ability to act in accordance with the values, policies and procedures of Green Connect and Community Resources • Commitment to the vision and mission and values of Green Connect • Ability and commitment to value, respect and work with people from diverse backgrounds, including people with employment barriers such as limited English, literacy or complex support needs • Ability to plan, delegate, adapt and manage time effectively • Excellent interpersonal and communication skills, including plain English

PPE Requirements:	☐ Steel toe work boots ☐ High visibility vest ☐ High visibility long sleeve shirt ☐ Cut resistant gloves	☐ Safety glasses ☐ Long pants ☐ Rain jacket ☐ Hat ☐ Rain pants

Employee's name:	
Employee's signature:	
Date:	
Manager's name:	
Manager's signature:	