

|  |
| --- |
| **ROLE PROFILE** |
| Role  | Horticulture / Green Space Co-ordinator |
| Grade | AS 2B1 £ £13.77 per hour |
| Division/service | Across Aspire Services |
| Directly responsible to | Activity Programme & Volunteering Team Leader |
| Directly responsible for | **Planning, delivering, and coordinating therapeutic horticulture and green-space activities** across Aspire services and the community — using gardening and nature-based projects to improve wellbeing, promote volunteering and employment opportunities, develop partnerships, secure funding, and maintain Aspire’s outdoor spaces in line with the organisation’s values. |
| Hours  | 30 Hours Per Week |

|  |
| --- |
| **Main duties and responsibilities/accountabilities** |
| **People** |
| 1 | Design, deliver, and lead a programme of outdoor therapeutic and nature-based activities tailored to people with varying skills and abilities across Aspire’s community hubs and the wider community. |
| 2 | Contribute to Aspire’s health and wellbeing strategy by using horticulture to support individuals’ mental, emotional, and social wellbeing, including the development of social prescribing opportunities. |
| 3 | Develop domestic and community gardening initiatives, including exploratory work for a potential gardening service. |
| 4 | Support individuals to access volunteering and employment through horticulture and green-space activities. |
| **Finance & operations** |
| 1 | Identify and apply for relevant grants and funding streams. |
| 2 | Coordinate maintenance and development of Aspire’s green space areas. |
| 3 | Encourage formation of gardening groups and promote shared ownership of green spaces. |
| 4 | Monitor budgets for horticultural projects, ensuring cost-effective delivery. |
| 5 | Monitor budgets for horticultural projects, ensuring cost-effective delivery. |

|  |
| --- |
| **Performance & quality** |
| 1 | Manage workload and deadlines effectively, ensuring agreed outcomes are met. |
| 2 | Produce timely reports and data to support service improvement and demonstrate impact. |
| 3 | Ensure all activities comply with safeguarding, health & safety, and data protection legislation. |
| 4 | Coordinate and deliver therapeutic horticultural and green space activities across Aspire services |
| 5 | Monitor and evaluate activities, evidencing social value and positive outcomes. |
| 6 | Work in line with Aspire’s mission, vision, and values, and promote equality, diversity, and inclusion. |

|  |
| --- |
| **Planning** |
| 1 | Map current green space and horticulture-related community offers and assets across Salford. |
| 2 | Identify gaps and opportunities in provision and contribute to service development. |
| 3 | Build and maintain partnerships with community organisations, health providers, and networks (e.g., Wellbeing Matters, Health Improvement Team). |
| 4 | Contribute to seasonal activity planning to maximise participation and engagement. |
| 5 | Develop promotional materials and communication to raise awareness of activities. |

|  |
| --- |
| **Experience, skills, and qualities**  |
| Essential |
| 1 | Alignment with Aspire’s four core values:* + **Personal** – We see the value in everyone and support people to reach their full potential.
	+ **Progressive** – We are driven by improvement and always look to find better solutions.
	+ **Consistent** – We are strong and dependable and can be relied upon to deliver quality services.
	+ **Accountable** – We all take personal responsibility and contribute towards successful outcomes.
 |
| 2 | Demonstrable experience in horticulture and related outdoor activities. |
| 3 | Experience working with vulnerable people or diverse community groups. |
| 4 | Ability to engage and motivate others in therapeutic or practical settings. |
| 5 | Strong relationship-building skills and experience of partnership working. |
| 6 | Report writing and data analysis skills. |
| 7 | Enthusiastic, practical and driven approach. |
| 8 | Ability to work independently and as part of a team. |
| 9 | Project management experience or skills. |
| Desirable |
| 1 | Project management experience or skills. |

|  |
| --- |
| **Review arrangements:** |
| The details contained in this role profile reflect the content of the job at the date prepared. However, over time, duties and requirements may change, and other tasks may be assigned without altering the overall nature or responsibility of the role. Aspire reserves the right to revise this profile in consultation with the post holder. |

|  |  |  |  |
| --- | --- | --- | --- |
| Version Control | Name | Date reviewed | Signed |
| Version 2  | Joanne Yates | 08/08/2025 | J.Yates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |