

Triangle Community Garden

Events team member

A voluntary role



Background: The Triangle Garden is a community garden, created and cultivated by local people of all ages and abilities, in Ransom's Rec, Hitchin.

We aim to enable people to reconnect with the natural world through a variety of different activities:

- **Community gardening**, forest gardening and permaculture in practice.
- **Community events**, talks, walks and workshops focused on local resilience, bringing people together, and learning about wildlife, food growing and low impact gardening.
- Social, therapeutic horticulture and health/well-being projects for people with learning disabilities: **Growing Ability**, **Growing Gang** and **Growing Health**.

Purpose: The purpose of this role is to coordinate and manage the Triangle Garden's events and workshops. The events and workshops we hold, have several functions: to promote the Triangle Garden, to raise awareness of what we do, to fundraise for our work and to promote local resilience and community engagement. Success will be measured on feedback, attendance and financial gain.

Triangle Garden events are:

- Quiz Night in March/April
- Open Day in early June
- Apple Day in October
- Halloween
- 3-6 family-friendly workshops and walks on foraging, crafts and wildlife across the year eg Pond Dipping in the spring, Bat Walk in Sept, run by external tutors.

Role Description:

- As a member of the events team you will work closely within the team to plan and organise Triangle Garden events and workshops, liaising with the Project Manager, Publicity Coordinator, and others where required.
- You will attend events meetings 6-10 times a year
- You will help to coordinate our active band of events volunteers, recruiting new ones where necessary and enabling them to make a valuable and appropriate contribution in time and effort and to feel rewarded
- You will collaborate with other organisations eg stallholders, partner charities and sponsors, to deliver those events to an agreed budget
- Working closely within the team and with the Project Manager you will ensure that all licenses and risk assessments etc have been secured and carried out

The Triangle Community Garden is a project enabled by Hitchin Community Gardens, Regd Charity No 1145243 & Company Ltd by Guarantee No 7676360, Other projects include Growing Ability, Growing Health, Growing Gang & Ransom's Pavilion. Site address: Ransom's Rec., Hitchin SG5. Please address mail c/o 23 Priory Way, Hitchin SG4 9BJ

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- You will play an active role at our major events wherever possible and at occasionally facilitate at walks/talks (eg open up the Pavilion for tutors, etc)
- You will be happy to muck in where necessary but delegate where appropriate
- You will assist in reviewing and monitoring the success of all events and workshops against agreed criteria
- Comprehensive guidance and training will be provided

Time commitments:

- Attendance for events committee meetings (between 6-10 meetings a year) and others where required
- Able to set aside chunks of time as and when required to help coordinate and organise our events and workshops and help run events on the ground.

Ideal qualities:

Our ideal volunteer for this role would be someone with good team-working skills, who is passionate about what we do. A good communicator, reliable, motivated, organised, thorough and unflappable in a crisis. You will be enterprising but grounded: as well as coming up with good ideas, you need to be able to see them through.

The ability to work well in a team and to motivate people is crucial, as is the capacity to chug away independently to get things done. Learning from mistakes and listening to others' points of view are valuable qualities in this role.

Computer literacy, competence in Word are essential qualities.

Experience of organising events and familiarity with social media would be desirable.

Context:

You will be part of the events team, which will need to liaise regularly with the Project Manager, Publicity Coordinator and the Treasurer.

Coordinators for each event will be appointed from within the more experienced members of the events team.