

Position Description

Position Title:	Garden & compost officer
Name of Program:	Compost Hub at CNLCs Balam-Balam garden
Location:	20 Princes Street Carlton North
Hours:	15 hours per week (2 days)
Employment Period:	6 months Fixed Part-Time July 2018 – December 2018
Salary Range:	<i>Pro rata</i> \$48,927.56 – 57,817.76 + 9.5% superannuation loading
Approved by:	Centre Manager (June 2018)

BACKGROUND INFORMATION

The Carlton Neighbourhood Learning Centre Inc. (CNLC) has been operating in the Carlton North and surrounding areas since 1973 and is a community based not-for-profit professional organisation managed by local people for local people. CNLC reflects the needs and interests of the local community by offering programs, classes, referral opportunities and a wide range of community activities. For Vision, Organisational Values and Statement of Purposes, please access the CNLC website: www.cnlc.org.au

POSITION PURPOSE

This part-time position will be based in CNLCs Balam-Balam community garden assisting with its development and maintenance. In addition a project role has come up to support the Community Development Coordinator (CDC) in the implementation of a City of Melbourne funded project to develop a community compost hub situated in the CNLC community garden. The worker will assist in technical design and implementation of increased capacity compost bays, build and maintain this new system and engage with the local community to promote and utilise the facility.

KEY RESPONSIBILITIES AND DUTIES

- In consultation with the Community Development Coordinator review a project plan for the compost hub project;
- Help maintain CNLCs Balam-Balam community garden and prioritise tasks for volunteers;
- Undertake open communications amongst CNLC staff, neighbours/community, volunteers and students who use the garden;
- Attend relevant planning, working group and supervision meetings as needed and organise volunteer meetings when appropriate;
- Organise up to two community events to launch and promote the use of the compost hub;
- Coordinate garden working bees to engage the broader community in the garden and volunteers. This includes assisting with the promotion of garden working bees & garden events as well as working in with Open Table who provide lunches at garden working bees (this will require working ½ day Saturday once every two months);
- In consultation with the CDC plan and help manage the garden budget.
- Purchase materials, seeds, plants, products etc. for the garden and its maintenance in a planned way with budget mindfulness. Where possible source donations of these items.
- Be responsible for looking after the garden and program equipment, following health, safety and security procedures;
- Attend paid staff meetings when appropriate, PD and staff appraisal meetings as negotiated with CDC;
- Observe Confidentiality and Privacy Laws relating to participants and staff information.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Community Development Coordinator (CDC)
Internal Liaisons:	Centre Manager, Further Education Coordinator, Administration Coordinator, volunteers
External Liaisons:	Community members, Local Councils

KEY SELECTION CRITERIA

- A demonstrated interest and skills in urban agriculture, permaculture, and/or organic gardening.
- Technical and practical experience with composting;
- Experience leading volunteers and working with people of diverse socioeconomic backgrounds.
- Demonstrated understanding of 'Inclusivity', 'Social Justice' and community development principles.

Interpersonal Skills

- Ability to work with a wide range of diverse people including people with an intellectual disability and people with limited English language skills
- Ability to undertake administrative duties (desirable)
- Highly motivated with the capability of working independently as well as in a team

General Skills

- Excellent verbal communication skills
- Able to undertake physical tasks such as gardening and heavy lifting (desirable)

Qualifications

- 2+ years of dedicated gardening hands-on experience, or a Degree in Horticulture, Sustainable Agriculture, or a related degree
 - Certificate IV in Workplace Training and Assessment (desirable)
 - Current First Aid certificate is an advantage

CONDITIONS OF EMPLOYMENT

- Conditions as outlined in the Neighbourhood Houses and Learning Centres Workplace Agreement 2016 unless otherwise stated in the position description.
- The part time position 0.4EFT and is paid according to SCHCADS Award Class I, Level 3 (4th year).
- The position may include extra hours as negotiated for projects or excursions, meetings & minor administration duties. These are also paid at the SCHCADS Award Level 4 hourly rate year appropriate.
- Payments of wages are paid into the employee's bank account via the CNLC electronic banking system. Provision of the tax file number to the ATO is required.
- An initial 3 months' probation period applies. The appointment will be initially for a 6 months period with the possibility of ongoing employment depending on funding arrangements and successful annual staff appraisals.
- All staff are expected to abide by the CNLC Staff Code of Practice.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination, bullying and harassment.
- Staff to read and agree to abide by the CNLC Employment policies and procedures, Grievance procedures, OH&S policies & wages and conditions contained in the CNLC staff Manual.
- Appointment to the position will require the successful applicant to agree to a Police check. Please note that a prior conviction does not necessarily exclude the applicant.
- CNLC closes for approximately 2 weeks over the December/January period and all staff must take leave during this time.
- Ongoing employment will depend on participant numbers, continued funding and staff appraisal outcomes.

Applications are due Wednesday 11 July 2018 and can be emailed to Elle Morrell, cdc@cnlc.org.au or delivered to CNLC, 20 Princes St, Carlton North 3054 attn: Elle Morrell. We expect interviews to occur on Thursday 19 July, 2018 if possible.