

# Alexandra Park Greenhouse

## Gardening Lead

### Job Description

**Location:** Alexandra Park, Hastings, East Sussex

**Contract:** 1-year pilot project (potential extension subject to funding),  
Part-time, self-employed

**Pay:** £20/hour up to 60 hrs per month including volunteer contact time.

### About the Alexandra Park Community Greenhouse

Alexandra Park Greenhouse Charity is a volunteer-led community project within Hastings' largest public park. We grow a wide variety of plants using sustainable, peat-free methods; support local biodiversity; and provide a welcoming, inclusive space where people can learn, connect, and enjoy gardening together.

The Gardening Lead will play a key part in shaping the next stage of the greenhouse's development. [our-greenhouse.org](http://our-greenhouse.org)

### Key Responsibilities

#### Horticulture & Propagation

Plan and oversee

- all seasonal plant production from seed to sale
- maintenance of healthy, well-presented stock
- best practices in watering
- implementation biological and organic pest control
- management of horticultural supplies
- records of stock, pricing, and customer demand.
- Promotion of biodiversity, sustainability, and community engagement through shared gardening projects.

#### Volunteer Coordination & Leadership

- Coordinate and support volunteers
- Communicate weekly horticultural tasks, and provide hands-on training where needed.
- Manage, motivate and upskill volunteers, recognising individual strengths and interests.
- Foster an inclusive, supportive, and enjoyable environment.
- Uphold health and safety standards.

## **Liason with the team**

- Plan and create attractive plant displays for seasonal sales
- Manage stock presentation
- Contribute to open days and community outreach events.
- report regularly to the Greenhouse Committee.

## **Person Specification**

- Recognised horticultural qualification or extensive practical experience in propagation and plant care.
- Experience managing or training volunteers in horticultural or community settings.
- Ability to work independently and as part of a small volunteer team.

## **Safeguarding & Compliance**

The role involves working alongside volunteers and visiting community groups. Appointment is subject to adherence to our Safeguarding and Health & Safety policies. A basic/enhanced DBS check desirable (can be offered as training).

## **Equality, Diversity & Inclusion**

We welcome applications from people of all backgrounds, identities, and experiences. We are committed to creating an inclusive environment where everyone feels valued and supported, and where diversity is actively celebrated.

## **How to Apply**

Please send to your CV and brief covering letter outlining your relevant experience and interests to [sec@our-greenhouse.org](mailto:sec@our-greenhouse.org)

Closing date: 12<sup>th</sup> December

Interviews: from 5<sup>th</sup> January

Start date: 14<sup>th</sup> February.

***For further information, and an informal discussion of the role, please contact our site manager, Steve Speer, on 07810 884441***