



Grow for Life

Transforming lives through gardening

Job Title: Administrator & Communications Officer

Salary: £25,000-£28,000, Pro-rata: £8,000-£8,960

Hours: 12 hours/week to be worked flexibly across the week

Location: Home working, with occasional meetings at Walled Garden, Newton St Loe, BA2 9BZ

Responsible to: Dr Alex Eldridge, Director of Grow for Life.

Grow for Life is looking for a new administrator with a passion for communicating our vision; which is to nurture individuals so that they can flourish and live life to the full. We do this by welcoming them into the safe space of a garden, inspiring, creating connections, building confidence and skills and providing a pathway to work.

We are looking for someone who is passionate about what we do, who is able to work remotely and proactively to support the team in both clerical and administrative aspects of our work and also a great communicator - increasing our reach to the wider community.

The role will be 12 hours a week, ideally to be spaced over 3 days - but can be flexible.

Job description and roles:

- Manage the Grow for Life email account, responding to or forwarding emails as necessary
- Enrol new volunteers (request completed forms, send volunteer welcome pack, carry out DBS checks) and liaise with Gardener Support manager & Volunteer coordinator re ongoing support
- Create and maintain a contacts spreadsheet of our key referrers and keep in contact with them, updating them of our activities
- Manage and update our supporters' distribution list
- Input all new Gardeners and Volunteers onto our database (Salesforce)
- Input completed reviews (initial and interim) onto Salesforce
- Generate impact outcomes from Salesforce reviews to feedback to funders/grant applications
- Liaise with fundraising team to value and engage our donors
- Book courses for staff/volunteers as needed
- Book venues for meetings/events
- Organise and coordinate Grow for Life events, (Open Days, Apple Day, Christmas party and Wassail)
- Manage the referrals spreadsheet
- Manage and update session attendance registers on Salesforce
- Support other staff members with admin duties required
- Update and maintain GFL's policies annually in conjunction with the director.
- Creation and distribution of quarterly newsletter (by email)

- Maintain and update the Grow for Life website
- Promote GFL through Search Engine Optimisation
- Create regular news articles/blog posts for the website
- Liaise with team to create twice/three times weekly social media posts to maintain and enhance Grow For Life's presence on Instagram and Facebook
- Creation of promotional literature/fliers/posters
- Promote GFL's activities to a wider audience - churches, GP's, third sector providers and partnership charities
- Attend networking events within BANES, eg VAN meetings as required

Person Specification & Characteristics

Essential:

- Excellent communication skills - including the ability to communicate effectively and sensitively with a wide range of people from different backgrounds including other staff, volunteers, service users, carers, external agencies
- Excellent I.T. skills, including use of excel and experience of databases
- Experience and skill in promotion via Social Media (Facebook, Instagram)
- Confident and friendly telephone manner
- Enthusiastic and positive attitude
- Organised and efficient time management skills
- Independent worker with the ability to work with a team remotely
- Able to work as part of a small team
- Proactive thinker - able to use initiative, take responsibility for decisions, be flexible in changing and challenging situations

Desirable:

- Working knowledge of website design and maintenance, Wix and Canva
- Full driving licence
- An interest in and an understanding of social therapeutic horticulture and green care social prescribing
- Understanding of mental health
- Previous experience working in an administrator role
- Sympathetic to the charity's Christian ethos.

Equipment to be provided:

- Google Chromebook
- Printer & paper/ink
- GFL admin phone

The job is subject to a DBS check and references.

Applications to be sent with CV and covering letter to Dr Alex Eldridge, 548, Wellsway, Bath, BA2 2UE, or alex@growforlife.org.uk by 27/1/25