

Job Description: Gardening Coordinator

Responsible to: Progression & Training Manager

Salary: £19,229.07 per year (3 days per week)

Hours: 21 hours per week

Place of Work: Providence Row, 82 Wentworth Street, London, E1 7SA

Disclosure: Enhanced DBS required

Pension: Employer contribution (up to 3%) after 6 months' service

About Providence Row

Providence Row addresses the underlying causes of homelessness by helping individuals to leave and remain off the streets. We collaborate with people experiencing homelessness and those in precarious housing in London, providing a range of services including crisis support, advice, health inclusion, and programs for progression.

Our award-winning **Rooftop Garden** is at the heart of our Progression & Training work. It's a thriving green space where we grow fruit, vegetables and plants for our kitchen, host accredited training programmes, run wellbeing activities, and welcome volunteers from both the community and corporate partners. For many of our clients, the garden is a safe and empowering space to rebuild confidence, learn new skills, and connect with others.

Purpose of the Role

The Gardening Coordinator will ensure the garden is a welcoming, safe and productive space that supports learning, wellbeing and inclusion. The role combines practical gardening and food-growing with training and mentoring, helping clients and volunteers to build skills and confidence.

Key Responsibilities

Garden Maintenance and Development

- Ensure the rooftop garden is well-maintained, attractive and productive year-round.
- Develop and deliver seasonal planting plans, including food-growing for use in Providence Row's kitchen.
- Manage garden budgets, materials and equipment responsibly.
- Oversee health & safety in the garden, ensuring safe practice for clients, volunteers and visitors.

Learning and Client Engagement



- Facilitate the Gardening Trainee Scheme, supporting participants to gain skills, confidence and progression opportunities.
- Deliver structured learning sessions and contribute to accredited training programmes.
- Support trainees with portfolio development and evidence gathering where required.
- Work collaboratively with colleagues to ensure clients with complex needs can engage meaningfully and safely in gardening activities.

Volunteers and Partnerships

- Supervise and support individual volunteers in the garden.
- Facilitate corporate volunteer challenges and group sessions.
- Work closely with the Catering team to align food-growing with kitchen needs.

Monitoring and Reporting

- Collect and share monitoring information with the Progression & Training Manager.
- Contribute to reports for funders, partners and stakeholders.

Other

- Occasionally contribute to organisation-wide events and activities.
- Work in line with Providence Row's values of **Compassion, Respect, Inclusiveness, Empowerment, and Justice.**

Person Specification

Knowledge & Experience

Essential

- Excellent knowledge of plant care and horticultural practice (RHS Level 2 or equivalent experience).
- Proven experience in managing and maintaining a garden to a high standard.
- Experience of involving and supporting people with complex needs (e.g. homelessness, mental health, substance use).
- Experience supervising and motivating volunteers or groups.
- Strong understanding of health & safety in a community or volunteer gardening context (including risk assessment, safe use of equipment, and PPE).
- Experience working collaboratively as part of a team in a community, education or support setting.

Desirable

- Level 3 Award in Education and Training, or similar teaching/training qualification.
- Experience of delivering accredited or structured training programmes.
- Experience working in partnership with corporate groups or external organisations.



- Knowledge of food-growing for community kitchens or similar catering use.
 - Experience managing small budgets and resources.
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Skills & Attributes

Essential

- Excellent communication and interpersonal skills, able to engage with a wide range of people.
- Strong organisational and time management skills; able to work independently and to deadlines.
- Good IT skills (Microsoft Office and basic reporting tools).
- Proactive, flexible and solution-focused, with a “can-do” attitude.
- Emotionally resilient, self-aware and reflective.
- Willingness to work occasional evenings or weekends as needed.

Desirable

- Creative approach to using gardens for therapeutic, wellbeing or community benefit.
- Experience in monitoring and evaluating project outcomes for funders or stakeholders.

Vacancy Ad:

Gardening Coordinator

Part-time (3 days/week), £18,383 per year

Based at Providence Row, Shoreditch

Do you believe in the power of gardens to change lives? At Providence Row, we work with people affected by homelessness, supporting them to build safe, healthy and sustainable futures. Our award-winning rooftop garden is at the heart of this work — a vibrant, green space where we grow food for our kitchen, run training programmes, and welcome volunteers.

We're looking for a **Gardening Coordinator** to lead the day-to-day care of the garden, and to support clients and volunteers to learn, grow and thrive. This is a hands-on role where you'll combine horticultural expertise with creativity, people skills and a passion for social impact.

Key parts of the role:

- Running our Gardening Trainee Scheme, including structured learning sessions and accredited training.
- Supporting and inspiring volunteers, trainees and corporate groups.
- Leading on food growing to support our kitchen and health programmes.

- Keeping the garden beautiful, productive and safe year-round.

About you:

You'll have strong horticultural knowledge (RHS Level 2 or equivalent experience) and a track record of maintaining gardens to a high standard. You'll be confident working with people from a wide range of backgrounds, including those facing significant challenges. Organised, resilient and proactive, you'll also bring excellent communication skills and a real enthusiasm for using gardening to support wellbeing and inclusion.

This is more than a gardening job – it's a chance to use your passion for plants and people to help others build a brighter future.