

## JOB DESCRIPTION

### Urban Harvest Communications Manager (Temporary role) at Grow Together Bucks CIC

Grow Together was established in August 2020. Our initial purpose was to run a community allotment, but we are also running other projects: Urban Harvest, Grow to Give and a gardening course at a local school. Our website has more details of our organisation and the projects. [www.growtogetherbucks.co.uk](http://www.growtogetherbucks.co.uk)

Our beneficiaries for the allotment are our volunteers - our regular group is people recovering from mental health issues. For Grow to Give, the beneficiaries are the recipients of food packages from the foodbank, One Can Trust. The beneficiaries of Urban Harvest are currently members of the general public who identify and pick surplus fruit from trees on our map. However, part of this role is to reach others who would benefit from this work.

<b>Aim of role</b>	To promote Urban Harvest using social media and our website to both increase the amount of information available and to reach a wider audience.
<b>Main internal contact</b>	Sheila Bees - Director Grow Together Bucks
<b>Start date</b>	To start ASAP. The role is expected to last for about 2-3 months.
<b>Time commitment</b>	Month 1 – 15 hours per week Month 2 – 5 hours/week Month 3 – hours to be agreed.  Working days are flexible.
<b>Location</b>	High Wycombe area
<b>Main tasks</b>	Develop social media campaign to get people to send in information re the location of trees that bear edible produce, then: <ul style="list-style-type: none"> <li>• Update map with trees</li> <li>• Research good websites: already identifying trees bearing edible produce and transfer this info to our website or get agreement that a link can be used.</li> <li>• Research good websites: offering information on pest control of domestic trees bearing edible produce.</li> <li>• Research English videos on tree management and pruning. If available, get agreement to add the link to GTB website?</li> </ul>
<b>Skills/Experience</b>	<ul style="list-style-type: none"> <li>• Experience with using Microsoft Office and mapping databases.</li> <li>• Interest in, and competency in using, social media.</li> <li>• Ability to work as part of a small team.</li> <li>• Good communication skills, both written and verbal.</li> <li>• Research skill and information management.</li> </ul>
<b>What we can offer you</b>	Volunteering with us will give you the opportunity to: <ul style="list-style-type: none"> <li>• Learn about the history of trees bearing edible produce in South Bucks.</li> <li>• To demonstrate your ability to communicate with others through a variety of media.</li> <li>• Demonstrate your skills.</li> </ul>

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	<ul style="list-style-type: none"><li>• Gain work experience and add to your CV.</li><li>• To meet new people.</li><li>• To give back to the community through helping others to help themselves.</li><li>• To build your confidence.</li></ul> <p><b>Reasonable out of pocket expenses (incl mileage) will be reimbursed.</b></p>
<b>Additional information</b>	<ul style="list-style-type: none"><li>• References checks are not required, but some recommendations would be beneficial.</li><li>• DBS checks are not required.</li></ul>
<b>Get in touch</b>	If you think this opportunity could be for you, please contact: Sheila Bees on <a href="mailto:Sheila@growtogetherbucks.co.uk">Sheila@growtogetherbucks.co.uk</a> or Tel 07989571380.

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