

## Job Description and Person Specification

### Food Union Green for All Apprentice

Job Details	
Grade	Apprenticeship
Service	The Pod, Internal Provider Services
Location	The Pod/Food Union
Job Evaluation Code	N/A

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To support the development of the Food Union CV5 community urban garden, the Live and Dye Garden and the emergent citywide 'Green for All' open spaces and growing sites, to evidence the benefits of a more environmentally sustainable and rooted approach to local food growing and community gardening and to enable local people to play a vital role in shaping the future of the city's natural environment.</p> <p>To support the Council's parks and open spaces and Streetpride teams to develop more a more sustainable approach to horticulture and support nature conservation across the city, which is a key driver of Green for All.</p>

<b>Key Responsibilities and Accountabilities</b>
Working alongside the Food Union Coordinator and members at the CV5 growing site
To attend training and skill sharing sessions alongside Food Union Coordinators at the CV5 urban eden site
Creating opportunities for community members to learn about, experience and influence food production and garden design, and offering a warm, grounded presence during sessions, open gardens and small group activities
Coordinating and/or supporting day to day tasks at Green for All community growing sites with focus on building the confidence and motivation of community members so they can take increasing level of responsibility
Working alongside the Food Union Coordinators and members to supply fresh and seasonal produce for use in The Pod Café and/or for community share
Building relationships with food projects locally, regionally and nationally to create opportunities to share learning and resources, collaborate and capacity build
Planning and carrying out gardening tasks as required using organic and sustainable principles
Ensuring the growing spaces are maintained to a high conservation and environmental standard
Developing crop rotations and planting plans for the Food Union and Green for All sites with consideration for planning, production and storage of fruit, vegetables, herbs and flowers grown on site.
Contributing to tools maintenance and repair, and the coordination and growth of our city-wide tool bank.
Fostering and demonstrating our commitment to ecological and sustainable horticulture especially relating to composting, soil care, perennial and novel food plants, organic kitchen gardening, and habitat provision
Supporting the Council's parks and open spaces and Streetpride teams to develop a more sustainable approach to horticulture and support nature conservation across the city.
Promoting, developing and delivering intergenerational and transcultural workshops and engagement events for community members e.g. composting workshop, hedge laying or making natural dyes at various locations across the city and occasional outside of core hours.
Positively managing risk ensuring risk assessments have been completed and that people accessing sites are provided with comprehensive induction and instruction in safe use of tools and equipment.
Maintaining good relationships with the public and dealing with routine complaints, compliments, and enquiries referring matters to Food Union Coordinators or Manager as appropriate.
Forging relationships with food growers and people interested in food justice to evidence the benefits of a more environmentally sustainable and rooted approach to local food economy.
To work occasional evenings and weekends with prior agreement

Key Relationships			
External:	<p>Community members</p> <p>Funders and bid stakeholders.</p> <p>Coventry Cathedral</p> <p>Allotments Association</p> <p>Green for All Partners – including CAWR, Garden Organic</p> <p>University of Warwick, John Muir Trust, Warwickshire Wildlife Trust, National Trust, Grapevine and Historic Coventry Trust</p> <p>Green for All Community Alliance – comprising voluntary action groups involved in supporting nature/growing across Coventry</p>	Internal:	<p>Green for All Team – including Sustainability, Outdoor Education, Ecology, Parks and Open Spaces and Streetpride</p> <p>The Pod Café Team</p> <p>Food Union</p>

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
<p>Members of Food Union</p> <p>Community members</p>

<b>Person Specification</b>	
<b>Requirements</b>	
Knowledge	Health and Safety in the workplace
Knowledge	Practical knowledge of ecological/organic growing methods.
Knowledge	Basic maintenance and horticultural operations
Knowledge	An interest in sensory gardening, accessible design, wild medicine plants or ecological restoration.
Skills And Ability	To work collaboratively with organisations and community members.
Skills And Ability	To support the café team in the joint pursuit of inclusive, fair and sustainable food practices
Skills and Ability	Able to carry our basic maintenance tasks using tools and resources provided.
Skills And Ability	Inter-personal skills to include diplomacy and assertiveness with respect to customers, collaborators and stakeholders
Skills and Ability	Communicating and presenting information effectively, writing reports, publicity material, surveys
Skill and Ability	Gardening/growing skills – seed propagation, transplanting, potting out/up, irrigation, harvesting by hand.
Skill and Ability	Bringing a warm, steady, relational approach to working with people in outdoor environments
Skills and Ability	Completing and adhering to risk assessments and safe systems of work.
Skills and Ability	Using the Microsoft and Outlook suite
Experience	Involvement in community food growing project or an allied community enterprise
Experience	Maintaining a garden or allotment, this could be your own or a community garden.
Experience	Engaging people in collaborative gardening activities
Experience	Working with a range of stakeholders to include members of the public, statutory bodies, community organisations
Qualification	Ability to complete Level 3 Horticulture or landscaping supervisor Apprenticeship Standard
Qualification	Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of an apprenticeship

Special Requirements	Willing to work outside for long periods
	Willing and able to work occasional evenings and weekends for special events

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? <a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input checked="" type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Christine Eade		
Job Title:	Manager	Date:	30.03.2026