

## Job Description and Person Specification

### Community Growing Programme Coordinator

Job Details	
<b>Grade</b>	6
<b>Service</b>	Climate Change & Sustainability Service
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	<b>A6312</b>

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

1. As Community Growing Programme Coordinator, you will support delivery and impact measurements of a new Community Growing Programme across Coventry. This is a unique opportunity to help shape and deliver an exciting programme for residents and groups that want to make changes to green spaces in their neighbourhoods.
2. The role will facilitate residents and groups to cultivate underused land to create growing spaces for food, support wildlife and for communities to enjoy. The role will be a conduit between communities and the Council, offering practical support to help communities develop growing sites across the city and ensure sites are managed in line with Council policy.
3. The post holder will work with communities and Council services to identify potential growing-sites, assist residents and groups with acquiring sites including coordinating surveys and lease arrangements, provide practical guidance and support, and inspect sites as required.
4. The Council are working with a number of partners to deliver 'Green for All' – a programme to tackle the imbalance of access to green space across the city. Whilst this role will work across the city, it will particularly focus on those areas and communities with the least access to green space, seeking to empower communities to enhance existing green spaces and create new ones.
5. Strong communication skills will be essential for maintaining positive relationships with stakeholders, community members, and partner organisations. The role will help to deliver an inclusive programme and network of sites, working with a wide range of stakeholders and diverse community groups. The role will need to ensure that inclusivity is promoted and that under-represented and less-able groups, along with people from all economic and social backgrounds are able to participate, which could include including children and young people, vulnerable adults and families.
6. You will collaborate with Council services and partners to support the development of nature-based campaigns and initiatives. This role is central to creating lasting, positive change within Coventry.
7. This is a 12 month fixed post, with the opportunity to extend subject to funding.

### Key Responsibilities and Accountabilities

- Leading all aspects of the Coventry Community Growing Programme, working with residents, groups and Council Services to co-ordinate activities in accordance with the Council's new Community Growing Sites policy. This will involve providing support with identifying and onboarding new sites, getting appropriate agreements in place in terms of lease arrangements and site management and overseeing implementation, including site inspections in accordance with agreements.
- Being the lead coordinator and point of contact for residents, groups, officers and ward members for community growing sites, providing guidance and helping to simplify the process as far as possible and ensure communications and requests are dealt with effectively and in a timely manner.
- Working with a wide range of services including property, legal, parks and open spaces, ecology, urban forestry, highways, streetpride, public health and finance to ensure policy guidelines and Council procedures are followed.
- Liaising with a diverse range of residents and groups across the city to empower communities to create more growing spaces, ensuring an inclusive approach and prioritising the most green-deprived neighbourhoods. Help to build networks between groups and communities to enable knowledge to be shared and provide opportunities for donations of produce to the Food Network and other voluntary sector organisations.
- Building capacity and relationships with partner organisations and businesses across the city to maximise the success of the programme. This could include provision of practical assistance such as training and volunteer support, linking to health-led initiatives such as green prescribing, identifying potential funding pots and lead and support bids, and seeking sponsorship for plants and tools.
- Monitoring sites and tracking impacts to support evaluation of programme and help to build case for further investment.
- Supporting with wider Council nature-based initiatives and campaigns, including helping to plan and attend events to engage and involve local people in the programme, particularly targeting areas of the city where there is less green space
- Learning best practice adopted elsewhere with regard to Community Growing initiatives and helping to deploy lessons in Coventry

- Supporting with data management, including ensuring data sharing is undertaken appropriately in accordance with GDPR, and using data effectively to help identify insights, target project activities and to ensure that performance targets are met.

Supporting the Green for All programme on the development of a new green and blue infrastructure strategy to help implement changes in wider policy, alongside supporting with the city obtaining Nature in Towns and Cities Accreditation.

### Key Relationships

External:	Residents, Community Groups, Project Stakeholders, Schools, Businesses, Charities, Activist Groups, other Local Authorities	Internal:	Ecology, Parks and Open Spaces, Urban Forestry, Steetpride, Planning, Transport, Health, Finance, Procurement, Legal, Property, Education, Communications & Engagement, Digital, Insight, Health Determinants Research Collaboration, CCC Employees
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### Standard Information

Post holders will be accountable for

- Carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.
- Attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- Any other duties and responsibilities within the range of the salary grade.

### Responsible for

N/A

<b>Person Specification</b>	
<b>Requirements</b>	
Knowledge	Understanding of horticulture, including sustainable and climate-conscious growing methods in urban environments
Knowledge	Working knowledge of project management and risk management techniques.
Knowledge	Working knowledge and ability to effectively use a wide variety of software packages such as Microsoft Office, MS Project, PowerPoint, etc. Knowledge of more technical packages such as MapInfo and GIS systems is desirable.
Skills and Ability	Skilled at communicating with a diverse range of stakeholders, including the ability to distil complex information appropriately for different audiences
Skills And Ability	Ability to write clear and concise reports and present findings to a variety of audiences, including elected Members and the general public
Skills And Ability	Skilled at stakeholder management and upholding high standards under pressure.
Skills And Ability	Ability to coordinate complex projects to time, budget and achieve outcomes.
Skills And Ability	Effective leadership, management and interpersonal skills.
Experience	Demonstrate experience of managing and co-ordinating a wide range of complex projects, particularly those that have involved working with communities
Experience	Experience in multi-disciplinary environments like local government or organisations managing complex projects, effective stakeholder management, and facilitating partnerships.
Experience	Experience of resolving problems using innovative solutions that recognise the needs of diverse stakeholders and communities
Qualification	Degree or equivalent experience in a relevant field.
Special Requirements	Evidence of structured continuing professional development, as well as IT, management and organisational ability
Special Requirements	Willingness to attend meetings, etc. outside normal working hours.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? No <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 type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Rhian Palmer		
Job Title:	Strategic Lead – Green Futures	Date:	27/02/2026

## Types of DBS checks

### Basic check - £21.50

The basic check can be used for any position or purpose. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

### Standard check - £21.50

The standard check is available for duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975, for example, court officers, employment within a prison, and Security Industry Authority (SIA) licences.

A standard level certificate contains details of all spent and unspent convictions and adult cautions from the Police National Computer (PNC) which have not been [filtered in line with legislation](#).

### Enhanced check - £49.50

The enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences.

An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held by police forces.

### Enhanced with a barred list check - £49.50



The enhanced check with barred list check(s) is only available for those individuals who are carrying out regulated activity and a small number of positions listed in Police Act 1997 (Criminal Records) regulations, for example, prospective adoptive parents and taxi and Private Hire Vehicle (PHV) licences.

An enhanced level certificate with barred list check(s) contains the same PNC information and check of information held by police forces as an enhanced level check but in addition will check against the [children's and/or adult's barred lists](#).

If your application includes a request to check the barred list(s) the DBS has a statutory duty to consider any information that suggests you may pose a risk of harm. We will write to you if you are affected.