



Canberra City Farm Role

Propagation and Gardening Coordinator

Position title:	Propagation and Gardening Coordinator
Location of position:	Dairy Road Education Centre
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> • The CCF Propagation and Gardening Coordinator manages all aspects of growing and maintaining plants using organic principles. This includes: <ul style="list-style-type: none"> • propagating plants; • seed collecting; • planting out; • watering; • pruning where necessary; • controlling pests and diseases using organic methods and integrated pest management; • maintaining soil fertility and adequate plant nutrition using organic methods. • The purpose of the CCF Propagation and Gardening Coordinator is to: <ul style="list-style-type: none"> ○ Grow and maintain the plants that are part of the demonstration gardens at the Dairy Road Education Centre.
Key responsibilities	<ul style="list-style-type: none"> • Identify the plants that need to be grown. • Coordinate people to grow plants as needed. • Coordinate people to water and maintain the garden beds. • Mentor and support the next person to take on the position.
Existing arrangements	<p>Google spreadsheet</p> <ul style="list-style-type: none"> • A google spreadsheet lists the propagation and gardening activities that are needing to be done. <p>Regular working bees</p> <ul style="list-style-type: none"> • Keith Colls is managing regular working bees and a group of people who can assist with the propagation and gardening activities.
Minimum period	<ul style="list-style-type: none"> • 1 year + time to coach next person to take on the role
Skills, experience and attributes	<ul style="list-style-type: none"> • Experience and/or interested in gardening and propagating. • Interested in learning, mentoring and helping people grow. • Project management and administration skills to deliver results. • Interpersonal skills to build collaborative relationships with all stakeholders.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> • Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee



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Benefits for the volunteer:	<ul style="list-style-type: none"> • Increased skills and self-confidence. • Contributing to grow the CCF community. • Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> • The Dairy Road Education Centre displays are developed and strengthened. • Improved viability, reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> • Induction training • Police check (if required) • Medical check (if required)
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	