

Barnet Federation of Allotment and Horticultural Societies

SUPPORT OFFICER – ALLOTMENT SOCIETIES

The Barnet Federation of Allotment and Horticultural Societies advises, supports and represents the allotment and horticultural societies in the London Borough of Barnet.

The Federation is looking for a part-time, self-employed support officer to work with the 40 allotment societies in Barnet to improve their standards and capacity for governance, organisation and financial management. This is to equip them to take up full responsibility for the management of their allotment sites under Barnet Council's current policy to devolve responsibility fully to the societies occupying each site.

The appointment will be approximately half-time for around 12 months, starting in April 2012. Occasional attendance at evening and weekend meetings is likely to be required. Remuneration will be around £15,000 p.a. (i.e. £30,000 full time equivalent) to include the officer's overhead costs.

JOB DESCRIPTION

- 1 To contact, advise and assist all forty allotment societies in the Borough of Barnet to develop their governance and management standards and capacity.
- 2 To research, develop and promulgate:
 - advice on methods of governance and organisation appropriate to small voluntary groups, consistent with the Council's self-management regime for allotment societies to include:
 - model constitutions for unincorporated associations and Industrial and Provident Societies.
 - model agendas and minutes for committee meetings and annual general meetings.
 - advice on financial management including banking, book keeping and independent inspection to include:
 - a guide to long term financial planning
 - a guide to financial management of allotment letting
 - a guide to allotment and society book keeping and banking
 - a guide to preparing simple income and expenditure annual accounts for unincorporated associations
 - advice on the practice of allotment management to include:
 - a guide to waiting list management
 - a guide to complying with the Council's requirements
 - advice on risk management and insurance to include:
 - a guide to tree management
 - a fund raising resource to include:
 - sources of funds
 - a fund raising strategy
 - a list of sources of more specialist supplies, advice and support (both local and national)
- 3 To work with the steering group to monitor and evaluate the project, and to work with volunteers to support the project with volunteer activity.

- 4 Other activities as required to support and develop the capacity of the allotment societies to include:
 - pairing societies with mentors

PERSON DESCRIPTION

Essential Characteristics

- 1 A good understanding of:
 - allotments and the context in which they operate
 - the governance and organisation of small groups in the voluntary sector
 - financial planning and processes for the voluntary sector
 - risk management and insurance for small community groups
- 2 A high standard of written and spoken English and capacity to research supplies, advice and support for allotment societies.
- 3 Able to work from home and has own transport, telephone (home and mobile) and computer including e-mail.
- 4 Good initiative, self starting and self managing.
- 5 Good interpersonal skills and the ability to engage constructively with a wide range of people.
- 6 Must have evidence of being registered as self employed with HMRC.

Desirable Characteristics

- 1 Lives in or near the London Borough of Barnet.
- 2 Experience of
 - holding an allotment and/or helping run an allotment society
 - running community, voluntary or charitable organisations
 - running his or her own business and/or working from home
- 3 Has good education and personal presentation.

HOW TO APPLY

You should email a copy of your c.v. together with a personal statement explaining why you are well equipped for this appointment and the names of two referees to secretary@barnetallotments.org.uk. Please put 'BFAHS - Support Officer' as the subject of the email. Any enquiries about the job should be sent to the same email address along with a phone number where we can contact you.

If you don't have email facilities, write to BFAHS (Support Officer), 67 Durham Road, London N2 9DR.

All applications must be received by 5pm on 23rd March 2012.

If you are selected for interview, you will be informed by email or phone by Friday 30th March. Interviews are likely to be held in the Barnet area in the week beginning 2nd April.