

## **ASSISTANT COUNTY ORGANISER (Volunteer)**

**Role:** To support the County Organiser in managing the volunteer County Team and work as part of the team. Support the Garden Owners of the National Garden Scheme who open gardens for charity. May have a geographic and/or functional role (e.g. take the lead on marketing or finding new gardens)

**Reports to:** County Organiser.

**Location:** Home based but with travel to gardens and other events/meetings.

### **Core activities:**

- Manage garden openings, proceeds, insurance and Health and Safety.
- Identify and secure new gardens and ensure that existing gardens continue to reach the required standard.
- Responsible for the accurate and complete registration of designated gardens in OLGA each year
- Encourage every designated garden to upload a set of photographs that convey a picture of the garden at the time of year when it is opening.
- Implement new policies as agreed by the Board at local level.
- Refer all complaints to the County Organiser for discussion and resolution.
- Attend National, County and Regional Meetings and other events as requested.
- Support designated Garden Owners by maintaining contact prior to their open day and follow up.
- Attend garden open days, wherever possible, to support the Garden Owner.

### **Skills:**

- People skills - dealing with a wide range of people.
- Proven organisational skills with good attention to detail.
- Ability to prioritise and to work under pressure at times.
- Pro-active thinker to suggest ideas to improve systems.
- Basic ICT skills and email communication skills required.

### **Personal qualities:**

A love of gardens. Enjoy working as part of a close team, showing a mature, helpful approach to colleagues and Garden Owners. Excellent communication skills; at ease with a wide variety of people; patience and tact in dealing with volunteers and Garden Owners. Pro-active in contributing ideas to benefit the National Garden Scheme.

Car driver essential. Sense of humour!