



## **COUNTY ORGANISER (Volunteer)**

**Role:** To be responsible for all the functions of the National Garden Scheme within the county, manage the team of local volunteers, delegate responsibilities to team members as appropriate, and support National Garden Scheme Garden Owners.

**Reports to:** Regional Chair, and the Chief Executive where necessary.

**Location:** Home based, but with travel to gardens and other events/meetings locally with the occasional national event/meeting.

### **Core activities:**

- Help to promote garden openings, via volunteer Publicity Officer and Social Media Officer and through other volunteer team members
- Manage garden openings throughout the open garden season, ensuring that volunteer team members support all your local garden owners adequately
- Ensure that all Assistant County Organisers within the county team support their garden owners through completion of an annual risk assessment for any hazards within their garden, therefore maintaining Health and Safety standards
- Work closely with County Treasurer to ensure the effective analysis of proceeds and forecasts of garden income, as well as completion of all garden income payments.
- Ensure every garden is visited at least once annually by the assigned team member, including those only open by arrangement. Whereby the assigned team member cannot make a garden opening, wherever possible, ensure that each garden open day is attended by another member of the team to show support for the garden owner.
- Manage succession planning and training needs to ensure that all team members have appropriate skills and experience to deliver in their roles.
- Identify and secure new gardens with support from Assistant County Organisers each open garden season and ensure that existing gardens continue to remain in the scheme and reach the required standards.
- Manage the County Team including Assistant County Organisers, Treasurers, Booklet Coordinators, Publicity Officers, Social Media Officers, Talks and Garden Group Coordinators and Photographers.
- Communicate with the Team at Head Office on all aspects of county management, working closely with your County Support Officer on managing openings, delivering support materials for garden owners and garden registration.
- Advise Regional Chair of issues and problems requiring their input and/or advice.
- Implement new policies agreed by the Board, this could be campaign led, revised messaging or new resources to support our openings.
- Deal with any complaints from our garden visitors and process feedback to address any locally raised issues and concerns.
- Attend National, County and Regional Meetings and other events as requested.
- Manage Online Garden Registration process, with overall editorial responsibility for each garden entry, in liaison with Assistant County Organisers and with the support of your County Support Officer.
- Work closely with the County Booklet Editor to ensure the accuracy and quality of the County Booklet is maintained, and that the costs of printing your booklet are covered by advertising sales.
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- Work with your County Booklet Editor and volunteer team to ensure that all county booklets are distributed across the county to garden centres, tourist information and local shops
- Keep in contact with all Garden Owners via newsletters, letters, email and phone calls, as appropriate and when required.

**Skills:**

- Promotional skills - should be able to act as the local ambassador for the National Garden Scheme.
- Proven organisational skills with good attention to detail.
- Ability to prioritise and to work under pressure at times.
- Able to work as a member of a team and plan and delegate work to the rest of the team.
- Pro-active thinker to suggest ideas to improve systems.
- ICT skills are essential as communication by email is the norm and an ability to handle simple word processing and spreadsheets is desirable.
- Show diplomacy and be prepared to be available at all reasonable times via modern technology.

**Personal qualities:**

Should enjoy working as part of a close team, showing a mature, helpful approach to colleagues and Garden Owners; should have 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.

A good sense of humour is always helpful!