



## **Assistant County Organiser (Volunteer)**

### **About the role**

Do you love gardens and enjoy working with people? As an Assistant County Organiser, you'll play a key role in supporting the National Garden Scheme at a local level, helping gardens open to the public, raising money for charity, and ensuring everything runs smoothly behind the scenes.

Working alongside your County Organiser, you'll be part of a friendly, passionate volunteer team, supporting wonderful garden owners and helping new gardens join the Scheme.

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### **Reporting to:**

County Organiser

### **Location:**

Home-based, with travel to gardens, meetings, and events

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### **What you'll be doing**

- Helping to coordinate garden openings, including finances, insurance, and health & safety
- Supporting and encouraging garden owners to ensure their gardens meet Scheme standards
- Identifying and welcoming new gardens to grow the Scheme locally
- Taking on specific areas of responsibility (such as marketing or recruitment) if appropriate
- Keeping in regular contact with assigned garden owners before and after their open days
- Attending garden openings where possible to offer hands-on support
- Contributing to team meetings at County, Regional, and National level
- Supporting the implementation of new initiatives and policies
- Escalating any issues or complaints to the County Organiser

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**What you'll bring**

- Strong organisational skills and an eye for detail
- Confidence working with a wide range of people
- The ability to prioritise and stay calm under pressure
- A proactive mindset: someone who enjoys suggesting and trying new ideas
- Basic IT skills, including email

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**Personal qualities**

- A genuine love of gardens and the National Garden Scheme's work
- A collaborative, approachable, and supportive attitude
- Excellent communication skills and tact when working with volunteers and garden owners
- Initiative and enthusiasm to help develop and improve the Scheme
- A positive outlook - and a good sense of humour!

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**Additional information**

- A car and willingness to travel are essential