



COUNTY ORGANISER (Volunteer)

Role: To be responsible for 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.

Core activities:

- Promote garden openings, via volunteer Publicity Officer and through other team members with responsibility for publicity, such as through social media.
- Manage garden openings, insurance and Health and Safety via Assistant County Organisers or directly as required.
- Work closely with County Treasurer to ensure the effective analysis of proceeds and forecasts of garden income.
- Ensure every garden is visited once annually by the assigned team member, including those only open by arrangement, and ensuring, wherever possible, that each garden open day is attended by a member of the team to show support for the garden owner.
- Manage succession and training needs to ensure that all team members have appropriate skills and experience.
- Identify and secure new gardens with support from Assistant County Organisers and ensure that existing gardens continue to reach the required standard.
- Manage the County Team including Assistant County Organisers, Treasurers, Booklet Coordinators, Publicity Officers, Social Media Officers, Talks and Groups Coordinators and County Photographers where relevant.
- Communicate with the Team at Head Office, working closely with the County Support Officer.
- Advise Regional Chair of issues and problems requiring their input and/or advice.
- Implement new policies agreed by the Board.
- Deal with complaints and receive and process feedback.
- Attend National, County and Regional Meetings and other events as requested.
- Organise presence at County Shows and relevant events.
- Manage Online Garden Registration process, with overall editorial responsibility for each garden entry, in liaison with Assistant County Organisers.
- Work closely with the County Booklet Project Manager to ensure the accuracy and quality of the County Booklet.
- Keep in contact with all Garden Owners via newsletters, letters, email and phone calls, as appropriate.

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. Sense of humour!