



Job Title:	Gardening Activity Leader & Volunteer Coordinator
Project:	Edible Mach - Tyfu, Coginio, Bwyta Gyda'n Gilydd / Grow, Cook, Eat Together
Role:	10.5 hrs per week, occasional weekends and evenings
Location:	Y Plas, Machynlleth / remotely
Salary:	£7,200 per annum (based on FTE of £24,000 per annum)
Duration:	Fixed Term - ends 31 January 2027
Pension:	Employer 4% / Employee 6% on all earnings, via Nest Pensions
Holidays:	28 days leave + 8 days bank holidays (pro rata)
Line Manager:	Project Manager

Background to the Project

Mach Maethlon is a not-for-profit cooperative working to boost food resilience in the Dyfi Valley. As part of Mach Maethlon, Edible Mach is a community-led project that grows edible crops around Machynlleth and runs cooking and growing workshops.

This is an exciting new position, working in Machynlleth and surrounding area to deliver a new Lottery-funded project that builds upon the work Mach Maethlon has been doing in Machynlleth for over 10 years.

We aim to upskill, inspire and give confidence to local people to cook and grow their own food through growing and cooking workshops, seasonal events and volunteering sessions at local community growing sites.

This project, which will run for 2 years, aims to increase skills in food growing, choosing, cooking & eating nutritionally with locally grown ingredients, increased community cohesion and improve Welsh language skills in the community.

You will be part of the project team that will work with and be supported by voluntary committee members from Edible Mach, and as part of Mach Maethlon, the voluntary Directors.

This is an exciting opportunity for someone to make a big difference to community growing and local food resilience in Machynlleth and the surrounding area.

Tyfu, Coginio, Bwyta Gyda'n Gilydd / Grow, Cook, Eat Together
is funded by the National Lottery Community Fund's "People & Places" programme.



Job Description

As Gardening Activity Leader and Volunteer Coordinator you will work alongside the Project Manager to coordinate the 'grow' element of the project which will include responsibility for the horticulture work at the community sites across Edible Mach. In this role you will be developing growing workshops and lead the delivery of workshops, weekly and monthly volunteer sessions, along with supporting the delivery of other events and workshops throughout the year as needed.

Key Responsibilities:

- Work alongside the Project Manager to develop a scheme of horticulture work for community sites across Edible Mach
- Deliver planned horticulture scheme of work in line with the project aims and budget
- Work with the Project Manager to develop a programme of growing workshops, based on community need, led by themselves or local experts
- Coordinate and lead growing workshops, along with weekly, and monthly volunteer sessions at local Edible Mach community growing sites
- Work with the Project Manager to deliver seasonal local food festivals at key points in the year such as sowing and harvest time to celebrate local food and increase awareness of the project
- Work with volunteers to help promote and deliver Family Seed Packs
- Create risk assessments and deliver volunteer inductions
- Update attendance and feedback forms for events, workshops and volunteering sessions
- Source equipment needed for volunteering and maintenance of community vegetable beds
- Identify and remedy damage or maintenance on community growing sites
- Support at cookery workshops & events, as necessary
- Attend monthly committee meetings

Person Specification

		Essential	Desirable
1. Qualifications	Relevant qualification in horticulture or similar		X
2. Practical experience	Horticulture including year-round planning and production	X	
	Working with people from a variety of ages and backgrounds	X	
	Volunteer or line management experience		X
	Experience managing a budget		X
	Working with community grant funded projects		X
3. Knowledge	Experience of regenerative/organic growing practices		X
	Demonstrate understanding of regenerative/organic growing practices	X	
	Knowledge of risk assessments and relevant health and safety	x	
	Knowledge of local food networks		X
	Knowledge of community/ third sector		X
4. Skills	Excellent verbal communication/ Presentation skills	X	
	Ability to work with diverse groups of individuals	X	
	Working knowledge of word/excel for tracking/reporting and the ability to use IT to communicate with team via email	X	
	Regenerative agriculture practice		X
	Display gardening experience		X
	Carpentry/building skills		X
	Welsh speaking		X
5. Personal Attributes	Self-motivated, able to work unsupervised	X	
	Ability to work well in a team	X	
	Highly organised with good time management	X	

Mach Maethlon is committed to providing a work environment that fosters diversity, inclusion, and equal employment opportunity.

Please submit your CV and a cover letter outlining your qualifications and experience to matt@machmaethlon.org

Last date for submissions is 5pm on 8th April 2025

Interviews will be held in person in Machynlleth