



Position Description

Farm Hand – Horticulture Collingwood Children's Farm

The Farm Hand - Horticulture reports to the Head Gardener, and is responsible for horticultural tasks at Collingwood Children's Farm.

Position Objective

The Farm Hand - Horticulture is charged with daily horticultural tasks and landscape maintenance, ensuring the Farm's gardens, food growing spaces and communal green spaces are productive, healthy, accessible and attractive.

Working in a team across a range of disciplines including, fruit tree maintenance, market gardening, native and indigenous gardens and vegetation, lawn and pasture maintenance and ornamental gardens.

Organisational Overview

Collingwood Children's Farm is an iconic non-profit Community Farm situated on Wurundjeri Land on the banks of the Birrarung in Melbourne. With extensive pasture, gardens and a range of livestock, the Farm is open to the public all year round and offers visitors a taste of farm life in the inner city.

The Farm operates a range of inclusive programs and activities that support people of all ages experiencing adversity, provides education opportunities to children, young people and adults and brings people closer to nature. The Farm also plays a key role in engaging the community, hosting a number of popular community events that celebrate Victorian farmers and producers.

The Farm's success relies heavily on word of mouth and community effort, with staff and volunteers working in collaboration to maintain the farm, ensuring its sustainability and seeing that visitors to the Farm have a wonderful and unique experience.

Key Responsibilities

Under the direction of the Head Gardener

- Horticultural maintenance, planning and assessment in community setting
- Identifying and planning horticultural maintenance requirements in gardens
- Weed management in garden areas and green spaces
- Waste & compost management including loading green waste, worm farms and composting

- Maintenance of plantings, including fruit trees, ornamentals, market gardens and re-vegetation zones
- Contribution to the ongoing improvement of the CCF horticulture program delivery
- Carry out relevant reporting, evaluation and monitoring.
- Work within a budget
- Maintain effective relationships internally and externally.
- Maintain safe environments to protect CCF staff, volunteers, program participants and visitors, team members and yourself in line with occupational health and safety legislation and CCF policy requirements
- Delivery of horticulture themed tours, activities, workshops, events
- Communicate with all teams and departments across the Farm

Quality and OH&S

- Follow all Farm OH&S processes and procedures.
- Comply with all government legislated requirements.
- Report workplace hazards identified during the course of work and maintain a safety inspection checklist.
- Follow safe work procedures and ensure all clients, program participants, and visitors are made aware of safe work practices and behaviour when around the Farm.
- Follow the emergency management plan and ensure all staff, clients, volunteers and visitors are aware of it.
- Apply and promote organisation policies in all work practices.
- Develop, follow and direct all biosecurity and quarantine requirements for the Farm.

Day to Day Farm Tasks

- Carry out tasks on the farm as outlined in the farm operational plan and daily/weekly/monthly task allocation.

Staff Relations

- Consults with supervisor for development of work plans.
- Follows allocation of work tasks to ensure successful implementation of garden work plan.
- Participates in regular performance evaluations.
- Ensure safe work practices are followed and staff, volunteer and visitor health and wellbeing is at top of mind at all times.

Additional Responsibilities

All Collingwood Children's Farm Staff work together for the success of the organisation as a whole

- Attend staff, and other relevant meetings as necessary.
- Provide information and education and assist with garden workshops and general public engagement in gardens.
- Support with any fundraising initiatives.
- Take on additional tasks as directed by Management

Key Selection Criteria

- Demonstrated skills and relevant qualifications in horticulture and horticultural maintenance.
- Demonstrate experience working in a team to achieve common goals in a diverse landscape.
- Demonstrated skills and passion for food growing, urban agriculture and diverse growing systems.
- A passion to work in a community setting, across various abilities, languages, cultures and stories.
- Excellent communication, interpersonal and customer service skills and a demonstrated ability to act professionally and with courtesy when interacting with people of all backgrounds, ages and abilities.
- Engage with people of all ages, backgrounds and abilities with courtesy and respect, ensuring all visitors to the Farm feel welcome and supported.
- Capacity to work outside doing manual labour tasks.
- Confident working with horticultural equipment including line trimmers and lawnmowers.
- Chainsaw ticket highly regarded.
- Skid steer ticket advantageous.
- Working With Children check or eligibility to attain.

Child-safe organisation: CCF has a zero tolerance for child abuse and is committed to the

provision of a child-safe organisation. All CCF staff obtain a Working with Children Check prior to commencement.