



Reynard Street
Neighbourhood House

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Position Description

Garden Group Facilitator

POSITION DESCRIPTION

Employer: Reynard Street Neighbourhood House Incorporated (RSNH)

Location: 104a Reynard St Coburg 3058

Role structure: 7 hours per week on Monday's. This is a temporary arrangement from July-October, 2026.

ABOUT THIS ROLE

Reynard Street Neighbourhood House (RSNH) is a welcoming, inclusive and vibrant community centre in Coburg that offers a range of programs, services and events to support local residents.

We are currently seeking a motivated and community-minded Garden Group Facilitator to coordinate the Seeds of Change program. There is a focus on creating a safe and engaging program for participants while also overseeing planning and delivery.

This position will work to ensure a seamless approach to garden care and development, whilst adhering to the Program's aim of objectives. The Facilitator will help communicate program policies and outcomes, encourage community involvement and placemaking of the Community and Sensory Gardens at RSNH..They play a critical role in fostering a sense of community in the garden and helping participants to learn, foster connections and improve their career pathways.

This position will be under the direct supervision of the Executive Officer and work closely with the Community Development and Programs Coordinator, other staff and volunteers to support the smooth operation of the program and garden space.

KEY RESPONSIBILITIES

- Coordinate and facilitate the Seeds of Change Program on a weekly basis from July-October 2026.
- Adhere to funding requirements including program outputs and outcomes
- Facilitate various gardening activities including planting, watering, weeding, mulching and maintaining garden beds and harvesting produce
- Identify, plan and carry out maintenance tasks in the garden and match these with the group capacity and individuals' abilities
- Liaise with other staff and community members
- Follow RSNH procedures and maintain confidentiality at all times
- Other duties as required



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WHAT WE'RE LOOKING FOR

- Friendly and approachable communication style
- Reliability and punctuality
- Proven experience and diligence in working safely at all times, complying with all RSNH OH&S procedures and policies corresponds
- Experience with planning and delivering programs, workshops and learning environments.
- Proven experience in safe use of gardening tools
- Gardening or horticulture knowledge/experience
- The ability to initiate, plan and direct work as part of a team
- The ability to work positively with diverse groups of people; cultural and language groups, physical and all abilities
- The ability to work safely with limited direct supervision
- The ability/initiative to respond to maintenance issues at RSNH as they arise
- The willingness to demonstrate respect towards others who are also using the house
- Work independently, use initiative and record activities/debrief to communicate regularly about garden activities.

OTHER CONSIDERATIONS

- A **current Working With Children Check (WWCC)** or willingness to obtain one
- A **current Victorian Police Check** or willingness to obtain one
- Must supply an **Australian Business Number (ABN)** as a sub-contractor
- Opportunities for skill development and increased hours may be available over time



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Position Description approved: Thursday 16 July, 2026