



Role Profile

Project Officer- Allotment & Community Growing			
Service:	Community & Neighbourhoods Service		
Job Family:	Community & Youth Work	Grade:	FC7

Purpose
The Allotment and Community Growing Officer is responsible for managing local allotment sites and supporting community food-growing initiatives. The role focuses on enabling residents to access growing spaces, promoting sustainable horticultural practices, building strong community networks, and ensuring sites are safe, productive, and welcoming for people of all ages and backgrounds.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
To support the Team Manager with the delivery of the Allotment & Community growing/food for fife strategy Researching, collecting and collating information to produce reports for the C&N Service Management Team and associated groupings, in relation to allotments, community growing/ food and related anti-poverty work.	Supervisory skills Experience in a mentoring/coaching role Report writing skills Experience of working under pressure and delivering to deadlines	✓	✓

E = Essential Criteria D = Desirable Criteria

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Finance and Fund Raising- Prepare accurate costing for individual projects. Identify annual costs for projects. Support the coordination of allotment pricing structure. Manage and monitor small revenue budget. Manage and monitor a range of small to medium sized capital projects. Prepare and monitor costed improvement plans. Assist in fund raising through applications and liaison with individual funders. Support funding application and assist in new project funding. Act as primary contact for Fife Council budget expenditure.	Experience of research, information gathering and analytical skills Experience of budget managing and reporting	✓	✓
Coordinate links with constituted allotment groups. Chair meeting of allotment steering group. Support (and initially chair) the work of the Fife Allotment Forum group. Management of the Allotment waiting lists. Provide annual reports on allotment supply and demand. Coordinate all allotment site data. Carry out site audits and quality inspections. Represent Fife Council at conferences and public meetings	Organisational skills Analysing problems and determining creative and practical solutions.	✓ ✓	
Administration- Prepare annual reports and review of allotment development and actions. Prepare reports for committee and general releases to advise on work outcomes and support further provision.	Excellent planning and organisation of work Experience of meeting diverse objectives within defined timelines Maintain effective working relationships	✓ ✓ ✓	

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Allotment Site Management Oversee the day-to-day management of allotment sites, ensuring they are safe, clean, and well maintained. Monitor plot allocation, waiting lists, and tenancy agreements. Conduct regular site inspections, identifying maintenance needs and liaising with contractors or volunteer groups Respond to tenant enquiries, complaints, and disputes in a timely and professional manner. Maintain accurate digital and physical records of plot use, site issues, and compliance.	IT skills and a working knowledge of Microsoft office, particularly Word and Excel (See How We Work Matters Framework – Embrace Technology and Information) Pressure and delivering to deadlines	✓ ✓	
Community Engagement & Support Work with local communities, schools, charities, and volunteer groups to develop and support food-growing initiatives. Promote inclusive participation, especially among under-represented groups, new growers, and vulnerable residents. Organise workshops, events, and training sessions on sustainable growing, composting, wildlife-friendly gardening, and seasonal food production. Facilitate collaboration between different community groups and help build strong social networks.	Supervisory skills Experience in a mentoring/coaching role Experience of working in a community-based learning and development environment Focus on Customers Relate positively to a wide range of colleagues Experience of Partnership Working Experience of research, information gathering and analytical skills	✓ ✓ ✓ ✓ ✓	

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Sustainability & Education Champion environmentally responsible practices such as water conservation, peat-free growing, biodiversity enhancement, and waste reduction. Develop educational materials and deliver community outreach on topics like healthy eating, climate resilience, and local food systems. Support community-led environmental projects, orchard development, pollinator habitats, and nature-based learning spaces. Supporting the management & operational delivery for devolved and integrated approach to the delivery of the “Allotment and Community Growing Strategy” and “Food for Fife Strategy” within each of the 7 committee areas	Experience of research, information gathering and analytical skills Experience of budget managing and reporting HNC, SVQ3 or equivalent experience in Horticulture Evidence of continuous professional development in a relevant discipline	✓ ✓ ✓ ✓	
Administration & Reporting Assist with budget monitoring, grant applications, and project reporting. Produce regular updates for senior managers, councillors, or trustees. Track project outcomes, community impact, and site usage statistics. Ensure compliance with health and safety regulations, Safeguarding responsibilities, and organisational policies.			

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Person Specification Essential Skills & Experience To support the Team Manager with the delivery of the Allotment & Community growing/food for fife strategy Knowledge of horticulture, food growing, allotment management, or community gardening. Experience working with diverse community groups and volunteers. Strong communication and interpersonal skills. Ability to manage multiple sites, projects, and priorities independently. Understanding of health and safety and environmental best practice. Good administrative, IT, and record-keeping abilities.	Experience in local authority or charitable/community sector roles. Training or experience in community development, education, or volunteer management. Knowledge of sustainable land management, biodiversity, or conservation practices. First aid and safeguarding training.		✓ ✓ ✓ ✓
Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available: • Skills Framework (if applicable) • How we work matters	Expected Behaviours Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

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