

Grange Lane Allotments – Committee Role Description	
Role	Site Manager and Deputy Site Manager (2 roles)
Role Purpose	To be overall responsible for matters relating to the hut and site
Key Responsibilities	<p>To identify site challenges and communicate to the committee</p> <p>Keep cash account and report to Treasurer on Excel spreadsheet, to include donations, honey sales and plug plant profits</p> <p>Maintain supplies for use in hut and toilets, including first aid</p> <p>Keep hut tidy</p> <p>Main contact for identifying and resolving water problems</p> <p>Ensure small jobs are carried out (co-ordinating volunteers or commissioning workers)</p> <p>Organise and oversee basic clearance of plots for letting in conjunction with Lettings Manager</p> <p>Arrange organic plug plant sales and organise, with support from Social Secretary</p> <p>Oversee food bank collections and deliveries</p> <p>Oversee manure deliveries</p> <p>Co-ordinate – and at times organise - brown bins and blue bin</p>
General	<ul style="list-style-type: none"> • Promote the interests of Grange Lane Allotments • Be an active member of the Committee, including attendance at monthly and ad-hoc meetings, and sub-groups as required • Pick up on ad-hoc projects and activities throughout the year as necessary and as agreed
Skills needed	<p>Basic IT to include Excel and Zoom</p> <p>Basic financial skills</p> <p>People skills essential</p> <p>Organisational skills</p>
Time requirement	Requires regular attendance at the site, probably several times a week. Attendance at monthly (2 hour) committee meetings and other ad-hoc meetings, as well as at annual away-day.

6/1/2022