

WWAA – Job Description – Site Manager

Roles and Responsibilities

Administration

- To maintain a waiting list of persons who have registered their interest in a plot tenancy for the site.
- To let vacant site plots to prospective tenants, ensuring that this process is carried out in a fair and consistent manner.
- To provide a new tenant with a tenancy agreement and a copy to be signed and kept for reference.
- Manage personal data with integrity using effective record-keeping and communication with all parties involved. To ensure that all data collected and held is in accordance with the Data Protection Act 1998 and General Data Protection Regulations 2018.

WWAA Committee Meetings

- To attend and participate in WWAA Management Committee bi-monthly meetings and the Annual General Meeting in order to represent site tenants. To provide and share key site performance data for the information of the committee.

Financial

- Agree an annual site budget and maintain a profit and loss account for site expenditure and projects in consultation with the Hon. Treasurer. Where project costs are estimated to be in excess of £4,000, the approval of the Annual General Meeting will be required.
- To ensure that annual rent renewal notices are served on tenants prior to the commencement of the financial year. To ensure that, where payments are not made in accordance with WWAA timescales, appropriate enforcement action is taken in accordance with WWAA policies and procedures.

Communication

- Providing advice, support and encouragement to tenants, and participating in the annual inspection process, ensuring tenants are aware of their responsibilities, and, supporting those tenants where illness or personal circumstances have affected their capacity to fulfil their contractual commitments.
- Playing a positive role in resolving disputes and avoiding conflict, wherever possible, participating in training and refresher workshop when offered, to ensure that all tenants are supported and advised with equal, sensitive and consistent respect.

- Promoting the importance of allotments through building a sense of community and empowerment for all tenants, and developing shared initiatives such as social events, open days, and projects on site or jointly with other sites, or with local interest groups and wildlife organisations.
- To undertake enforcement action in accordance with the tenancy agreement where required.

Site Maintenance

- To carry out site inspections twice a year to ensure plots are being maintained as per tenancy agreement.
- Monitoring the need for maintenance, repairs and rubbish collections and representing the site to ensure it is maintained to an appropriate standard, safe for tenants and visitors, while minimising waste and over-use of resources.
- Maintaining awareness of legislation, proposals and plans which may impact on allotment sites and their immediate environment.
- Encouraging effective management of wildlife and biodiversity, including avoiding inappropriate use of chemicals.
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Experience and Skills Required

Essential

- Good communication and interpersonal skills;
- Conflict resolution skills;
- Basic computer skills;
- Administrative and record keeping skills.

Desirable

- Experience of keeping an allotment plot and knowledge of growing vegetables;
- Experience of management.

Time Commitment

The role of a Site Manager requires on average a commitment in the region of 12 hours per month

Honorarium

Site Managers are elected to serve by WWAA members at the Annual General Meeting. The work of site managers is voluntary. However, site managers may be awarded an Honorarium agreed by WWAA members at the Annual General Meeting.

WWAA Site Managers will be entitled to their allotment plot free of charge to a maximum of 10 rods of ground.