

St John's Allotment Association 1983

AGM 2023

Situations Vacant

Site Manager

This is a leadership role in the Association. It would look good on your cv. Working with the other officers of the Association, you will need to be familiar with site and understand its issues. Trees need regular inspection, and you will need to ensure that ponds are fenced off. The hedges need mowing every year, and you will need to ensure that the ditch is flowing freely. You will liaise with the Plot Secretary regarding rubbish on the site and arrange its safe disposal. You will keep the asbestos register up to date and arrange its removal when the opportunity arises. You will liaise with the Football Club regarding any repairs to Gypsy Lane and keep the main drive free from large potholes. You will advise the Committee on security issues.

General Secretary

Responsible for the administration of the Association. Arrange committee meetings, keeping members up to date with what is going on. Liaise with the web site manager ensuring that the information is up to date. You will be assisted by a note taker who will take minutes at meetings.

Health and Safety Officer

You should be knowledgeable in Health and Safety at work issues. You will review our main Risk Assessment, Mowing Risk Assessment and Shop Risk Assessment annually, and keep the Incident Record up to date and prepare risk assessments for activities such as working parties. You will be a member of the committee and report on Health and Safety at each committee meeting and at the AGM.

Bookkeeper

You will like working with numbers and be able to use simple spreadsheets. You will record and analyse all our banking transactions and reconcile the bank statement each month. There is a lot of work around rent collection time and little to do over the winter. The work at seed order time should decrease. You will work closely with the Treasurer, who will explain everything to you.

Ruth Harris
April 2023