



Programme & Impact Manager Recruitment Pack

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Letter From the Chief Executive Officer

Thank you for your interest in joining Let's Grow Preston. I am delighted that you are considering becoming part of our team. I hope this pack gives you a sense of who we are, what we do and what matters to us as an organisation.

Let's Grow Preston is an award-winning environmental charity that has been supporting communities across Preston since 2011. Through therapeutic horticulture, volunteering, food growing and community engagement, we help people improve their health and wellbeing, build confidence, develop skills and strengthen connections with others.

With the support of our funders, particularly the National Lottery Community Fund, we are investing in our future. By building the right team, we will improve our facilities, increase the number of people we support and strengthen our partnerships across the city, ensuring that Let's Grow Preston continues to benefit communities for generations to come.

Every week we see people facing isolation, poor mental health, disability, unemployment, bereavement and other significant life challenges find purpose, confidence and connection through our projects. The impact of this work is profound, and it comes with responsibility. Our volunteers, beneficiaries, partners and funders place their trust in us, and we take that trust seriously.

We are committed to creating a supportive working environment where staff are listened to, encouraged and given the tools they need to succeed. We value initiative, independence and new ideas, but we also recognise that the best results come from working together and supporting one another.

We expect high standards because the people who rely on our services deserve high standards. We are a professional organisation entrusted with public funding, community assets and the wellbeing of vulnerable people. We therefore look for people who demonstrate integrity, accountability, sound judgement and a willingness to take ownership of their work.

Working for Let's Grow Preston is rewarding, meaningful and often great fun, but it is not always easy. No two days are the same. The work can be fast-paced, emotionally demanding and sometimes unpredictable. We are looking for people who are energised by variety, motivated by purpose and committed to making a genuine difference. In return, you will be part of a team where your contribution is valued, your voice is heard and your work has a visible impact on people's lives and communities.

We believe in collaboration, not competition. We know that lasting change happens when people share skills, support one another and work together for the benefit of their community. This principle shapes everything we do.

Thank you again for your interest in Let's Grow Preston. We appreciate the time and effort involved in applying and look forward to learning more about you.

Your work matters here. You matter here.

Annie Wynn BEM
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Let's Grow Preston: An Overview

Growing People, Communities and Green Spaces

Through meaningful activities in welcoming green spaces, people can build confidence, develop skills, improve wellbeing, make friendships, and reconnect with their community. It's not about gardening, it's about people.

Our Vision

A Preston where everyone has access to green spaces, opportunities to participate, and the support needed to thrive.

Our Mission

To improve physical and mental wellbeing, environmental sustainability, and community resilience through horticulture, volunteering, and community partnerships.

The Difference We Make

The impact of our work extends far beyond gardening.

Through participation in our projects, people have:

- Improved their mental and physical wellbeing
- Reduced loneliness and social isolation
- Built confidence and self-esteem
- Developed practical and employability skills
- Returned to education, employment, or volunteering
- Formed meaningful friendships and support networks
- Found purpose during difficult periods of their lives

Many participants describe Let's Grow Preston as a place where they feel welcomed, valued, and able to contribute.

For some, participation has been genuinely life-changing.

How we make the difference

Our work is centred around four interconnected areas:

Supporting People Through Horticultural Therapy

Our gardens provide safe, welcoming spaces where people can take part in practical outdoor activities that support wellbeing, confidence, social connection, and personal development.

Using the principles of social and therapy in horticulture, we support people from a wide range of backgrounds, including those experiencing loneliness, poor mental health, disability, neurodiversity, social isolation, or significant life challenges.

Participants develop practical skills, confidence, routine, and a sense of purpose while contributing to meaningful projects that benefit the wider community.

Growing Food and Plants for the Community

Across our growing sites, volunteers cultivate fruit, vegetables, herbs, flowers, and plants that support local community initiatives.

We coordinate the collection of surplus produce from allotments and growing projects across Preston, redistributing fresh food to food banks and community organisations.

This work helps improve food access, reduce waste, strengthen local food systems, and promote environmental sustainability.

Supporting Community Gardens and Green Spaces

Let's Grow Preston supports a large network of community gardens, allotments, friends of parks groups, schools, and community organisations.



We believe that communities are strongest when they work together, sharing knowledge, experience, and resources for the benefit of everyone.

Working with Stakeholders Across Preston

Collaboration is fundamental to our approach.

We work alongside local authorities, schools, charities, businesses, health organisations, social prescribers, community groups, and volunteers to deliver projects that improve wellbeing, environmental sustainability, food access, and community resilience.

We believe that meaningful change happens when organisations work together rather than compete against one another.

Our Growing Spaces

Our work is delivered primarily through two community garden hubs:

Ashton Walled Garden

Located within Ashton Park, this site includes growing spaces, community gardens, polytunnels, outdoor workspaces, training facilities, and areas designed for wellbeing and reflection.

Grange Community Garden

A thriving community growing space featuring food production areas, polytunnels, orchards, wildlife habitats, and opportunities for volunteering, learning, and community engagement.

Both sites are fully accessible and designed to be welcoming, inclusive environments for people of all ages and abilities.

Our Community Network

One of the unique aspects of Let's Grow Preston is our free members network.

We support community gardens, allotments, friends groups, environmental organisations, schools, charities, and volunteers across Preston through:

- Public liability insurance support
- Shared resources and equipment
- Bulk buying schemes/discounts from trusted traders
- Skills sharing and training
- Networking opportunities
- Quarterly network meetings
- Advice and practical guidance

By helping organisations work together, we strengthen the environmental and community sector across the city.

Our Values

Everything we do is guided by a shared set of values:

Deliver change through education and communication

Embrace and drive change, challenge the norm

Be adventurous, creative, and open-minded, encourage measured risks

Pursue growth and learning throughout the community including staff, trustees and volunteers

Build open and honest relationships with good communication

Do more with less

Be passionate and determined

Be humble

Be kind



Working at Let's Grow Preston

Your Work Matters Here. You Matter Here.

Whether we're supporting a volunteer who is struggling with their mental health, helping a community group create a new growing space, redistributing food to local organisations, or teaching someone how to sow their first seed, we know that small actions can create lasting change.

That is why the work we do matters.

We are committed to creating a workplace where staff, volunteers and participants are treated with dignity, respect and kindness.

You will play an important role in our continued success.

Working for a charity is different from working in many commercial organisations. We aren't here to make a profit, we are here to meet our charitable aims and objectives and we apply for funding to do this. Funders and the Board of Trustees hold us accountable. They expect us to evidence how we have delivered results on our charitable aims and how we have met the funders' expectations.

The work can be demanding, varied and sometimes emotionally challenging. Our beneficiaries may be facing significant barriers, and staff need to respond with professionalism, resilience, compassion and good judgement.

You will be expected to value accountability, integrity and kindness. We look for people who are honest, collaborative, willing to learn and committed to doing their best.

Working for any charity is an incredibly rewarding opportunity. You will be part of something meaningful — improving lives, strengthening communities and helping people grow in confidence and wellbeing.

We are looking for people who share our values and a willingness to work hard for the benefit of others. Every role contributes directly to improving lives, strengthening communities, and creating a greener future for Preston.

Your work matters here. You matter here.

Collaboration Not Competition

One of the principles that guides everything we do is simple:

We achieve more when we work together.

Let's Grow Preston was built on the belief that communities become stronger when people share knowledge, resources, opportunities and support.

We actively encourage collaboration between staff, volunteers, community groups, stakeholders and organisations. We celebrate each other's successes, share learning openly and recognise that lasting change is created collectively. We are looking for people who are generous with their knowledge, willing to support others and committed to helping the whole team succeed.

What Working Here Is Really Like

No two days are the same.

One day you may be supporting volunteers in the garden, helping prepare for a community event or coordinating a workshop whilst selling plants to a visitor.

The next you may be speaking with a stakeholder, solving a practical problem, collecting information for a funding report or helping move plants, tools or equipment between sites.

Working for Let's Grow Preston can be fast-paced, varied and physically demanding.



We work outdoors in all seasons. We regularly support people facing complex challenges. We manage multiple projects, events and partnerships simultaneously.

The work can be challenging.

It is also incredibly rewarding.

At Let's Grow Preston, we are proud of our supportive, collaborative and compassionate culture. However, kindness should never be mistaken for a lack of professionalism or ambition.

We are a small charity with a significant reach and a strong reputation. Every member of staff plays an important role in delivering services, maintaining relationships and ensuring that we continue to meet the high standards expected by our beneficiaries, partners and funders.

We are looking for people who take ownership of their work, use initiative, solve problems and contribute positively to the organisation's success. Staff are encouraged to bring forward ideas, make decisions within their area of responsibility and take pride in the difference they make.

The work is rewarding and meaningful, but it can also be demanding. Success at Let's Grow Preston requires resilience, adaptability, good judgement and a willingness to contribute wherever needed. In return, you will join a team where your contribution is valued, your achievements are recognised and your work has a lasting impact on people's lives and communities.

We take safeguarding, health and wellbeing seriously. Our volunteers, participants and community groups rely on our staff to create welcoming spaces where people feel safe, respected and valued.

We encourage applicants to carefully consider the demands of the role and whether it is the right fit for them.

We All Pitch In

We are a small team and we believe in shared responsibility.

Job titles help define responsibilities, but everyone contributes to the wider success of the organisation.

Sometimes that means helping set up for an event.

Sometimes it means making tea for volunteers.

Sometimes it means moving compost, loading equipment, tidying a workspace, cleaning the rooms and the toilets or helping solve an unexpected problem.

Nobody is above rolling up their sleeves.

People First

Plants are important.

People are more important.

We use horticulture as a tool to improve wellbeing, build confidence, develop skills and strengthen communities.

Every interaction matters.

We aim to create environments where people feel:

- Welcome
- Safe
- Respected
- Included
- Valued

We expect all staff to contribute positively to this culture through their actions, communication and behaviour.

Inclusion Matters

We work with people from many different backgrounds and experiences.

This includes people who may be experiencing:

- Mental health challenges
- Social isolation
- Neurodiversity

- Physical disabilities
- Financial hardship
- Barriers to employment or education

We are committed to creating spaces where everyone can participate meaningfully and be treated with respect. We expect staff to approach their work with empathy, patience and professionalism.

Safeguarding Is Everyone's Responsibility

The wellbeing and safety of our volunteers, participants, visitors and staff is fundamental.

All staff are expected to understand and follow safeguarding procedures, health and safety requirements and organisational policies.

Creating calm, safe and supportive environments is part of every role at Let's Grow Preston.

Learning and Growing Together

We believe learning never stops.

Whether you are an experienced professional or new to the sector, we encourage curiosity, reflection and personal development.

We want our staff to grow alongside the organisation.

We value people who are willing to learn, adapt, share ideas and help us continuously improve.

What We Look For

The people who thrive at Let's Grow Preston are often:

- Practical and proactive
- Kind and approachable
- Adaptable, accountable and resilient
- Organised and dependable
- Solutions-focused
- Community-minded
- Comfortable working as part of a team
- Willing to take initiative
- Passionate about helping people and communities grow

Most importantly, they care about making a difference.

Growing Together

When people join Let's Grow Preston, they become part of something bigger than a job description.

They become part of a community working together to create healthier people, stronger communities and greener spaces across Preston.

If that sounds like the kind of place where you would like to contribute your skills, energy and enthusiasm, we would love to hear from you.

Your work matters here. You matter here.



Administration and Marketing Officer Job Description

Charity Number:	1159007
Job Title:	Administration and Marketing Officer
Reports to:	Chief Executive Officer
Salary:	£28,652 pro rata
Hours:	25 hours per week, including occasional evenings, weekends and Bank Holidays (TOIL available)
Location:	Based at Ashton Walled Garden, with travel across the PR postcode area
Contract:	1 year contract
Start Date:	To be agreed

About Let's Grow Preston

Let's Grow Preston is an award-winning environmental charity working across Preston and the wider PR postcode area.

We improve physical and mental wellbeing through horticulture, volunteering, community engagement and environmental action.

From our two growing sites, Ashton Walled Garden and Grange Community Garden, we support volunteers, community groups, schools, allotmenters and organisations through gardening, food growing, training, therapeutic horticulture and community partnerships.

We also coordinate a unique network of more than 25 community gardens, friends groups and environmental projects, providing support, resources, training, networking opportunities and public liability insurance.

Everything we do is built on a simple belief: communities grow stronger when people work together.

Important Information

No two days are the same at Let's Grow Preston.

One day you may be producing a newsletter, updating social media and coordinating volunteer communications. The next you may be helping set up a community event, speaking with local partners, preparing information for trustees or supporting a fundraising initiative.

We are a small team and everyone contributes to the success of the organisation. We value initiative, flexibility, collaboration and a willingness to get involved wherever needed.

This is not a remote role.

While much of the role is office-based, you will regularly work across our sites and at community events. Some evening and weekend working is required throughout the year.

You will be joining a team that prioritises inclusion, safety, wellbeing and professionalism. We all take responsibility for maintaining welcoming environments where people feel respected, supported and able to contribute.

Purpose of the Role

The Administration and Marketing Officer plays a central role in the day-to-day running of Let's Grow Preston.

You will coordinate administrative systems, support organisational communications, promote our activities and help ensure events, projects and programmes run smoothly.

As one of the first points of contact for volunteers, visitors, community groups and partner organisations, you will help create positive experiences that reflect the values of Let's Grow Preston.

The role combines administration, communications, marketing, community engagement and practical event support, making it ideal for someone who enjoys variety and takes pride in helping people and projects succeed.

Key Responsibilities

Administration & Coordination

Act as a first point of contact for visitors, volunteers, community groups and general enquiries

Manage incoming emails, telephone calls and correspondence professionally and efficiently

Support the smooth running of day-to-day administrative systems and processes

Coordinate organisational calendars, bookings, equipment, resources and vehicle use
Maintain accurate records, databases and filing systems
Support the preparation of reports, presentations and documentation for trustees, funders and stakeholders
Ensure volunteer information, policies and organisational documents are communicated appropriately

Communications & Marketing

Produce engaging content for social media, newsletters, websites and promotional materials
Help maintain a consistent organisational voice, brand identity and messaging
Support the promotion of events, workshops, volunteering opportunities and campaigns
Create visual content using Canva and other communication tools
Gather stories, photographs, case studies and impact information to help demonstrate the charity's work
Contribute to the development and delivery of organisational marketing and communications plans

Community Engagement

Communicate regularly with volunteers, community groups, schools, businesses and partner organisations
Help strengthen relationships across the Let's Grow Preston network
Support community engagement initiatives that increase participation and awareness
Promote the work and impact of Let's Grow Preston within the local community
Represent the organisation professionally at meetings, events and activities when required

Events & Practical Support

Support the planning, promotion and delivery of events, workshops and community activities
Assist with event logistics, equipment preparation and resource organisation
Support fundraising activities and community engagement events throughout the year
Help with the collection, distribution and transportation of materials, produce and resources where required
Drive the charity van when necessary

Monitoring, Reporting & Organisational Support

Assist with gathering information for funding applications and reports
Support impact monitoring by collecting participation data, stories and outcomes
Help maintain records relating to volunteers, events and activities
Contribute to organisational learning by identifying opportunities for improvement

Safeguarding, Health & Safety and Compliance

Follow all safeguarding, health and safety, GDPR and organisational policies, including keeping all sites and buildings clean and tidy
Help ensure activities are delivered in safe, welcoming and inclusive environments
Promote equality, diversity and inclusion in all areas of work
Uphold the values, reputation and professional standards of Let's Grow Preston

General Responsibilities

Work collaboratively with colleagues, volunteers and partners
Participate in training and professional development opportunities
Support the wider work of the charity as required
Undertake any other duties reasonably consistent with the role

Administration and Marketing Officer Person Specification

What We're Looking For

We're looking for someone who enjoys connecting people, solving problems, keeping things organised and helping good work reach wider audiences.

This role sits at the heart of the charity. You'll most often be the first person people speak to, the person who knows what's happening across the organisation, and the person helping ensure our activities, events and communications run smoothly.

You'll be equally comfortable writing a newsletter, welcoming a visitor, coordinating a calendar, helping at an event, or supporting a funding report.

Most importantly, you'll share our belief that communities thrive when people work together, support one another, and feel connected to something bigger than themselves.

Essential Experience & Knowledge

Administration & Organisation

You will have:

- Strong organisational and administrative skills
- Experience coordinating activities, projects, events or services
- The ability to manage competing priorities and meet deadlines
- Confidence working independently and taking ownership of tasks
- Excellent attention to detail and record-keeping skills
- Experience using Microsoft Office, Google Workspace and other digital systems

Communication & Marketing

You will have:

- Experience producing content for websites, newsletters, social media or promotional materials
- Strong written and verbal communication skills
- Experience using social media platforms and design tools such as Canva
- Confidence adapting communications for different audiences
- The ability to present information clearly, accurately and professionally

Working with People

You will have:

- Experience working with a diverse range of people and communities
- Excellent interpersonal skills and the ability to build positive relationships
- Confidence communicating with community members, volunteers, professionals, funders and partners
- The ability to respond sensitively and appropriately to people experiencing challenges or difficult circumstances
- A commitment to creating welcoming and inclusive environments

Planning & Coordination

You will have:

- Experience coordinating events, activities, resources or schedules
- Strong time management skills
- The ability to remain calm and organised when priorities change
- Confidence solving problems and finding practical solutions
- Experience supporting projects from planning through to delivery

Personal Qualities

We're looking for someone who:

- Is approachable, friendly and professional
- Takes pride in helping others and getting things organised
- Demonstrates initiative and follows tasks through to completion
- Is adaptable and willing to support wherever needed
- Remains calm under pressure
- Enjoys working as part of a small team
- Communicates with empathy, diplomacy and respect
- Demonstrates resilience and emotional intelligence
- Is committed to learning and personal development
- Shares the values and mission of Let's Grow Preston

Safeguarding, Inclusion & Professional Standards

You will:

- Understand the importance of safeguarding and professional boundaries
- Demonstrate a commitment to equality, diversity and inclusion
- Treat all people with dignity, fairness and respect
- Be willing to undertake safeguarding, health and safety, and other relevant training
- Uphold the charity's policies, procedures and Code of Behaviour

Desirable Experience & Skills

It would be beneficial if you also have:

- Experience working within the charity, voluntary or community sector
- Experience supporting fundraising or grant applications
- Experience producing reports for trustees, funders or stakeholders
- Experience developing new projects, activities or community initiatives
- Practical horticultural knowledge or an interest in gardening and environmental projects
- An RHS Level 2 qualification (or equivalent) in horticulture, or a willingness to work towards one
- Knowledge of Preston and the wider PR postcode area
- Experience supporting volunteer programmes
- Experience organising community events or public engagement activities

Additional Requirements

- Ability to work occasional evenings, weekends and Bank Holidays
- Full UK driving licence and willingness to drive the charity van (although exceptional candidates without a licence may still be considered)
- Ability to travel across the PR postcode area
- Successful completion of an Enhanced DBS check

Recruitment Policy

This policy is for the whole Charity, and explains our procedure, our values and the law applicable when recruiting.

Safeguarding Statement

Let's Grow Preston (LGP) is committed to the safeguarding of its staff, volunteers, beneficiaries, stakeholders, visitors and the reputation of the charity itself.

We see that safeguarding alongside equality/diversity and inclusion are the lifeblood that flows through every task, every conversation, everything we do.

Any candidate for a role with Let's Grow Preston, including some volunteer roles should be prepared to have a full disclosure DBS check. Candidates are expected to provide referees at application stage – but current employers will not be approached unless the candidate verbally accepts a position.

The application form which we ask you to complete asks if you have any convictions or pending criminal convictions.

All applicants will be subject to a safer recruitment process; including disclosure of criminal records and other vetting checks and that the interview will include questions about safeguarding and protecting young children and vulnerable adults.

As part of the recruitment process, we may execute pre-employment screening which may include reference checks, qualification verification, probity checks, police checks or credit checks. It is therefore very important for all candidates to commit to disclosing any relevant information that may impact their employment. The application form states this and requests that you select you understand that this process will happen. We will not approach current employees without your permission.

Before applying

If you would like to know more about the charity and how we work you are welcome to come to Ashton Walled Garden for a brief induction/tour and the opportunity to shadow staff by mutually agreeable appointment – so we can ensure that we have the capacity to invest time with you.

This will give you the opportunity to see exactly what the charity is about and an opportunity to see if it fits with your expectations.

Some roles at LGP include physical tasks, which will involve activities such as loading equipment, moving gazebos or furniture, site work and working outdoors in varied weather conditions.

We are committed to making reasonable adjustments wherever possible and encourage applicants to discuss any support needs with us during the recruitment process.

We take safeguarding and the welfare of our staff very seriously because our volunteers and beneficiaries rely upon our staff to promote a healthy, calm and safe environment.

Please carefully consider the demands of the role on your own health before you apply.

Posting job advertisements

As a charity, when we post or advertise positions, we do so when we know that we have secured sufficient funding to cover the costs of that position for the time length of the contract we are offering.

We have a tendency to offer jobs for a minimum of 1 year contract.

Costs to the charity to employ include not only the salary paid to the employee, but the payments to HMRC, Pension, and other costs including managing the employee and training the employee.

We will advertise through social media and our networks.

We will advertise the post for a minimum of two weeks.

Job roles and descriptions

Job roles and descriptions are written with consideration and care to ensure that they provide an accurate representation of the role and lay out our expectations.

Every consideration is made towards our own EDI policy and the Discrimination and Equality Act of 2010

The job role will usually include a list of essential and desirable characteristics that the Charity deems appropriate for the role.

The selection process

Applications are received by the CEO in the first instance. All applications are considered once names and any personal sensitive information redacted. The initial selection process is to check suitability and experience and desirable characteristics of the applicant against the job role.

The CEO may work with members of the Board or peers to help to select suitable candidates for the next stage of recruitment process which is interview.

The interview process

You will be contacted by the CEO or a board member to arrange mutually agreeable time for an interview.

The room in which you are interviewed is usually in our office which is next to the main room in the Bowling Pavilion or is in the main room of Grange community gardens. The entrance gates to the garden and main entrance/exit doors are not locked during the interviews and this means that anyone could walk in.

Our office is small and the work that we do in and around Preston means that we have a lot of equipment and resources, with very little storage space and the room may appear untidy. We prefer the term organised chaos, but please be prepared for a clean table, a glass of water and friendly faces and try not to let the busy working environment distract you.

You will be advised

- When the interview will happen
- Where the interview will happen
- The types of questions we may ask, to allow you to prepare for them
- Who might be interviewing you (although this can be subject to change as Board members are volunteers frequently with full time jobs and other commitments).

We try to have at least 2 people on the interview panel, but sometimes we might have more. This can be for a number of reasons, for example, 2 board members were available, or the role concerns a particular talent or skill and we have invited an independent expert to assist with interviewing.

At least one member of the panel will have completed safe recruitment training.

We will email you confirmation of your appointment for an interview and attach.

- the job description and recruitment pack
- A poster of what to expect at the site
- The recruitment policy
- A list of the questions we may ask – asserting that based on your responses, we may ask other questions or find it unnecessary for all the questions to be asked

Decision making

Throughout the process, we will be paying attention to your answers and will be listening for key words and how your answers corresponds with your experience, facts and qualifications on your CV and letter of application and with the job description.

We may be taking notes and writing comments, please don't let this distract you.

We make our decision based on the documents you have provided us with, how you have communicated with us and the interview. We are looking for keywords relating to our charity's aims, values and activities and are also looking for how you respond to any questions as part of the interview.

We will let you know as soon as we have made a decision, whether we would like to employ you or not. We will leave a message on your phone or email you – if you have a preference, please let us know at the interview.

Offering a job

We will contact you by phone and email to let you know we would like to offer you the job, subject to further checks and will ask you for your start date, subject to DBS checks and any background references as well as work references.

Contract of employment

Your written statement of employment will be issued to you within 30 days of your start date.

What discrimination means

Discrimination means treating someone 'less favourably' than someone else, because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are called 'protected characteristics'.

Less favourable treatment can be anything that puts someone with a protected characteristic at a disadvantage, compared to someone who does not have that characteristic.

There's no legal definition of 'putting someone at a disadvantage'. But it might include:

- excluding someone from opportunities or benefits
- making it harder for someone to do their job
- causing someone emotional distress
- causing someone financial loss

It can still be discrimination even if the less favourable treatment was not intended.

For pregnancy and maternity, discrimination means treating someone 'unfavourably'. There's no need to compare with how someone else is treated.

When less favourable treatment might not be discrimination

Sometimes, less favourable treatment can be justified and is not unlawful discrimination.

For example, an employer might be able to use:

positive action – to help a disadvantaged or underrepresented group

objective justification – when an employer can prove a legitimate need for less favourable treatment

a disability exception – to specifically recruit a disabled person without the risk of disability discrimination

occupational requirement – recruiting someone with a certain protected characteristic to do a particular job

We might ask you to complete an Equality and diversity monitoring form. This helps us to monitor equality and diversity in our organisation.

To avoid discrimination when recruiting:

- we will keep the information on this form separate from the application form and CV
- anyone involved in interviewing or deciding who to hire will not have access to the information

How to apply

Please complete the [application form](#) electronically, sending us your CV and a covering letter to annie@letsgrowpreston.org

The **closing date for applications is 12pm 3rd July, 2026**

We aim to have responded to you to arrange interviews by 7th July.
Interviews will commence as soon as possible from 9th July onwards.

Remember, you can visit either or both of the sites on a Monday or Tuesday, to give you the chance to see the gardens and the working environment. If you would like to arrange to shadow one of the staff team, please book an appointment so we can ensure that a staff member is available. You can do this by phone or email.

