

Volunteer Gardener Job Description



Job Title:	<i>Volunteer Gardener</i>
Reports To:	<i>Management Team/Project Leader</i>
Location:	<i>Based at Log Cabin Facility in Wiveliscombe</i>
Main Purpose of Post:	
To work as part of the ITMP Team to ensure our garden and venue are well kept and maintained, and protection of the garden, ensuring the meet health and safety standards and can continue to be operational and safe, in order to make them welcoming and secure. To work alongside other community organisations and groups who may assist from time to time.	
MAIN RESPONSIBILITIES AND DUTIES WILL INCLUDE:	
<ul style="list-style-type: none"> • Oversight of any areas with regards to garden space and premises, reporting any concerns identified. • General maintenance of garden area, shed and external building at the Log Cabin site, litter picking and emptying bins • To assist with watering, weeding and planting as needed. • To keep pathways and concrete areas clean and cleared of debris • Undertake some grounds work which could include grass cutting • Construction of garden structures i.e crates, supports, border edges • Installing new landscaping where required • Looking after gardening machinery, equipment and resources • Maintaining boundaries, drainage, and removing invasive species • Biodiversity surveys and study, logging of data • Undertake basic repairs that do not require a specialised technician or worker • Clean out rain gutters and clean external windows • Remove fallen branches or other parts of the landscaping from site floor • To ensure that in all respects of direct operations, relevant policies and good practice are adhered to. These include safeguarding, health and safety, equality and diversity, amongst others. For full information see employee handbook and policy framework. • The post holder may be required to attend, from time to time, training, or meetings as required by their own training needs and the needs of the charity. • To establish supportive and effective working relationships with other ITMP staff • The post holder may be required to undertake additional duties commensurate with the level of this post. 	
Facts and Figures:	
The post holder may be required to work as part of the wider team and at both The Hub Centre and Log Cabin Facility, making use of resources available to undertake the post. Although varied, the role is mostly direct operations but may require some minimal planning / administration. Additionally, being a friendly face for visitors to the site, answering any questions they may have helping out with the planned developments of the garden may be part of the role.	
SUPPORTING PROCESSES	
Problem Solving and Creativity:	
The post holder will be required to work to a clear schedule as well as within their own plans. Problem-solving is part of the role and the post holder will need to demonstrate an ability to respond appropriately, and in a solution-focussed way. Complex or significant matters are referred to a member of the management team for advice or decision.	

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Decision Making:	
There is no responsibility for line management of staff or budget management within this position, although all staff have a duty of care in relation to equipment and resources used. Under the direction of line manager, the post holder may make day to day decisions regarding required workload or tasks at hand.	
Physical Effort and Working Conditions:	
The work requires moderate physical effort. The post holder will be required to pack, transport and use resources and equipment as part of duties, which may include some lifting, carrying, and working at height. The post holder will work at our outdoor facility and garden in Wiveliscombe. The post holder will refer to our policy framework to ensure safe and appropriate working conditions. The post holder may be required to work evenings and some weekends.	
Contacts and Relationships:	
Post holder may engage with suppliers or other volunteers/team members with regards to workload. The post holder may work with: <ul style="list-style-type: none"> • Young people aged 8-18yrs • Staff and volunteers • Professionals from other organisations • Visitors, including suppliers 	
Additional Information:	
An DBS clearance is required as post holder may work alongside children and young people. This post is exempt from the Rehabilitation of Offenders Acts. You may be asked to assisting with events and activities on site from time to time, subject to availability and involvement.	
PERSONAL SPECIFICATION: KNOWLEDGE, SKILLS AND EXPERIENCE:	
Key Competencies: <ul style="list-style-type: none"> • Ability to communicate. • Patience, tolerance, and flexibility • A basic knowledge of plant care and use of gardening tools. • Interest in gardening, natural heritage and working outdoors and in all weathers is essential • Good attention to detail • An understanding of relevant health and safety issues. • Practical DIY Skills. • Ability to multi task and self-manage 	Desirable Competencies: <ul style="list-style-type: none"> • Current driver license • A reasonable level of fitness. • Environmental awareness to support maintenance of green spaces • Experience of working with young people • Experience of site management and caretaking • Experience or understanding of community & Youth sector • Willingness to learn new skills
Qualifications	
Essential	Desirable
	<ul style="list-style-type: none"> • Qualifications related to the work gardening / landscaping / shrubs and planting • First Aid Training • Clean Driving licence

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Work Experience	
Essential	Desirable
	<ul style="list-style-type: none"> • Previous history of working in maintenance or gardening • In the voluntary or statutory sector • Planning and delivery of projects • Community gardens or wildlife spaces
Personal Knowledge	
Essential	Desirable
	<ul style="list-style-type: none"> • Health and safety in respect of general gardening • Of different types of trees, plants, flora and fauna • Able to interpret and apply guidelines and documentation relevant to work • Organisational skills • Effective listening skills • ICT competency
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • Effective interpersonal skills • Positive attitude • Flexible – able to work evenings (and weekends on occasions) • Willing to develop skills and take advantage of training available • Integrity and honesty • Minimum age 18 years • Able to work as a member of a team 	<ul style="list-style-type: none"> • Creative approach • Willingness to participate in other work if required. • Sense of humour.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: