

HORTICULTURE & SITE ASSISTANT

JOB ROLE & Person specification



ABOUT LINDENGATE

Lindengate is a mental health charity based in Buckinghamshire that provides specialist horticulture, conservation, craft and construction activities for those dealing with a range of mental health needs.

Using the proven techniques of 'Social & Therapeutic Horticulture (STH) Lindengate supports Service Users ('Gardeners' as we refer to them) with individual programmes of activities and support to encourage them on their road to recovery.

We have proven to be remarkably successful in a short time, with 100 Service Users a week and more than 140 volunteers working to support all that we do

To help develop our 5-acre site we are now looking for someone to join the horticultural and site team of the charity. It is a key role and requires a strong mix of practical and supervisory competencies and an attitude that thrives on flexibility.

Currently the Gardens include a large kitchen garden with extensive undercover growing areas, a Sensory Garden, a variety of formal gardens, a large wildlife pond, a number of wild flower meadows and a native tree and wild flower nursery area. In development are a Community Nature Reserve, a Chilterns Heritage Orchard and a programme of growing native species to provide future income. An extensive programme of community and fundraising activities happen on the site and group volunteering visits are an important part of our offering.

Application Information: Please submit your full CV with a covering letter explaining the fit between your skills, experience and motivation for this post to Charlie Powell, Co-Founder and Horticultural and Site Manager
charlie.powell@lindengate.org.uk

Closing date for applications: Friday 7th June

Hours of work: Part time – 4 days per week (32 hours)

Commonly Monday, Wednesday and Friday with alternating Tuesday or Thursday. There is a requirement for some evening and Saturday working to support events and manage volunteers. This will be agreed in advance and weekly hours adjusted accordingly

Salary: £11.00 per hour

Other benefits: Pension scheme

Location: Wendover, Buckinghamshire.

Role title: HORTICULTURE & SITE Assistant

Reports to: Site and Horticultural Manager

Direct Reports: All Volunteers but specifically, Hort and Site Volunteer Leaders, Site Assistant, Hort and Site Administrator and Contractors when on site

Other key staff: Director, Social and Therapeutic(STH) Co-ordinators, Community and Fundraising Manager

Based at: Lindengate site

Hours: 32 hours per week

MAIN DUTIES AND RESPONSIBILITIES:

To take the lead in:

- Developing training for volunteers in basic horticultural and conservation practices as needed to fulfil service user's activities and site objectives
- Managing Site and Hort volunteers and liaising with Team Leaders in the daily, weekly and project tasks required to maintain and develop the site
- Liaising with the STH Co-ordinators and their team to ensure that all service users Programmes are supported and managed as is best for the service users and the overall site objectives.

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Other responsibilities:

- Support in planning a 3 month rolling programme for activities in the gardens
- Support in the development of a programme of growing and productivity on the site to support its financial sustainability
- Keep records of all donations of gifts in kind
- Keep records of the tree and shrub nursery using the 'Accessions' file
- Keep an up to date inventory of all site and horticultural tools and materials and support in the liaising with suppliers for repairs, replacements and additions
- Ensuring the site is properly equipped for all H&S needs in line with current legislation and agreed policies and implement monthly updates of risk assessments/ fire drills as site develops and Service User needs change.
- Provide support in resourcing all that is needed for the site development programme and Gardener activities according to agreed deadlines and budgets
- Support in the implementation of all site-based volunteer, corporate, fundraising and community group events. This will require some evening and weekend working
- Implement agreed induction for new Site and Hort volunteers joining the team.
- Support all activities with effective communication and learning.
- Manage all site and event-related Health and Safety
- Keep up to date with all Site Maintenance needs and liaise with Site and Hort Manager to ensure the site is safe

PERSON SPECIFICATION

A combination of specific horticultural qualifications and experience, supervisory skills, a natural aptitude to deal with a highly flexible environment and empathy for those dealing with mental health needs is paramount.

- RHS Level 2 Horticulture equivalent with relevant experience working in horticulture
- Ideally experienced in managing wild spaces and able to demonstrate provable interests in conservation
- Experience of successfully working with volunteers and community groups
- Strong communication and negotiating skills
- Demonstrate an understanding of mental health needs
- Competency in Word & Excel.
- Competency in working to budgets and resourcing
- Competency in project management

Personal attributes

- An empathy for people with mental health needs
- Values that are in line with Lindengate's policy to conserve nature and use eco-friendly and recycling methods
- High personal standards, including good time keeping, ability to meet deadlines and general good husbandry with all activities
- Good leadership skills, enthusiastic personality, able to motivate others
- Pleasant and patient manner and ability to relate positively to many different kinds of people
- Ability to deal with changing priorities and respond happily to the need to be flexible

COMPLIANCE WITH POLICIES

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular the policies on Vulnerable Adults, Boundaries, Safeguarding, Confidentiality, Data Protection and Health and Safety.