



# STH (Social & Therapeutic Horticulture) Administration Assistant

## Role description

Role title:	<b>STH Administration Assistant</b>
Reporting to:	Database and Service User Co-Ordinator
Based at:	Lindengate Mental Health Charity, The Old Allotment Site, Dobbie's Garden Centre, Wendover, Bucks. HP22 6BD
Hours:	27.5 (Generally Monday – Friday 09.00am – 2.30pm)
Pay:	£10.25/hour

Lindengate is a young, vibrant charity based on a 5 acre site in Wendover, Buckinghamshire. We provide a Social and Therapeutic Horticultural service to service users whom we call Gardeners. The Gardeners may have mental health needs, autism, brain injury, dementia or learning disabilities. We provide a non-clinical service which uses the healing power of nature to enhance mental wellbeing and reduce social isolation.

## Main purpose of the role

The role of STH Administration Assistant is to work alongside the STH Team with daily administration tasks involving the charity's service users (we call them Gardeners).

## Responsibilities

1. Assist with confidential Gardener data entry on database.
2. Process Gardener referral forms, conduct initial visits and book taster sessions.
3. Perform all relevant necessary administration tasks for all new and all leaving Gardeners.
4. Assist with updating individual Gardener records with session feedback.
5. Process payments from Gardeners during session times.
6. To provide administration assistance for the Memory Pathways programme.
7. Provide regular cover in Gardeners' welfare area during Gardener breaks.
8. To be responsible for weekly ordering and maintaining welfare, social and catering supplies for Gardener and volunteer activities.
9. To maintain confidentiality and principles of data protection.
10. To undertake training when necessary, eg data protection, Health and Safety, Safeguarding.
11. To fulfil any other administrative duties as is reasonable and requested by your line manager.

## Person Specification

1. Understanding of mental health needs is essential.
2. Excellent proven organisational and accurate administration skills.
3. Recognition of the need for confidentiality regarding vulnerable adults.
4. Proficient in Excel, Word & database use.
5. An ability to relate positively to many different kinds of people.
6. A calm, robust individual with a pleasant and patient manner.
7. An interest in gardening and the natural world.
8. An awareness of health and safety issues.

**Support:** Training, where specifically required for the role, will be provided.

**Security Checks:** Employment is subject to a satisfactory Enhanced DBS check.

Please send your CV and a covering letter to [info@lindengate.org.uk](mailto:info@lindengate.org.uk)

**Date issued:** 10 March 2020

**Deadline for application:** Friday 29 March 5.00pm

## Contact information

**Email:** [info@lindengate.org.uk](mailto:info@lindengate.org.uk)

**Telephone:** 01296 622443

**Web:** [www.lindengate.org.uk](http://www.lindengate.org.uk)