



## JOB DESCRIPTION

### Gardener Session COORDINATOR

**Role title:** Gardener Session Coordinator  
**Reporting to:** Service User Manager  
**Who reports to you:** Gardener Session Assistants  
**Based at:** Lindengate site

**Hours:** 30 per week (Mon - Thurs)  
**Salary:** £11.50 per hour

**Deadline for Applications:** Friday 24 July 2020

**Interviews:** Week commencing 3 August 2020

Lindengate is a vibrant charity based on a 5-acre site in Wendover, Buckinghamshire. Our service users (who we call Gardeners) will have identified Common Mental Health Disorders (CMD) and may also have autism, brain injury, dementia or learning disabilities. We provide a therapeutic service using nature based activities to facilitate development within the 5 Ways to Wellbeing.

#### **Main purpose of the role:**

To ensure that the programme on offer specifically meets the individual therapeutic needs of the Gardeners. This is achieved through careful assessment, preplanning, team briefing and debriefing for each session alongside the team.

This job is mainly outdoors and in outdoor structures. It requires an empathetic communicator who is a calm and centered individual who is used to working with people with mental health needs and supporting *their* process of recovery. As you will be overseeing their support within the Lindengate team as a whole, experience of collaborative working and supporting staff via motivation and guidance is an essential part of the job.

#### **Responsibilities**

- To ensure that all Gardeners attending the session are focused, engaged and empowered to get the most out of the activities designed to meet their individual needs
- To fulfill all volunteer briefing and de-briefing – to be the first contact for support volunteers and Gardener Session Assistants about any concerns
- To empower and upskill volunteers in carrying out session activity plans, through modelling and informal teaching

- To be aware of all Gardeners on site and to report any potential safeguarding issues to the line manager
- To be aware of the site environment and report any health and safety issues to the Site team
- To support new Gardeners as they start and help integrate them in their group and relate well with their support volunteers
- To attend to the needs of individual Gardeners where necessary
- To work directly with Gardeners as required (e.g. holiday cover)
- To assist the Horticulture & Site Manager/support volunteers in gathering and tidying equipment and tools needed for sessions running on the day, ensuring the activity environment is organized and safe at all times
- To line manage any Gardener Session Assistants
- To be part of the Lindengate team and participate in external events and fundraising as may be reasonably required
- To provide session evaluation, feedback and data to ensure funder reporting is up to date and accurate.

### **Person Specification**

- Social care or mental health qualification or relevant programme delivery experience essential
- An ability to relate to a diverse group of individuals
- An ability to empower others
- Can work independently and use initiative
- A good team player
- Excellent non-judgemental communication skills
- Strong organisational and time management skills
- Confident IT skills
- An awareness of and commitment to learn about Health and Safety and Safeguarding
- An interest in nature and wildlife

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

**Security checks:** Employment is subject to a satisfactory enhanced DBS check