JOB DESCRIPTION

JOB TITLE: Gardener

ACCOUNTABLE TO: Head of Horticulture

HOURS OF WORK: Full time 37.5 hours per week, typical hours are 8am - 4pm Monday- Friday. The post will require some evening and weekend work. Hours can be flexible. Part time hours or shared working are available.

MAIN PURPOSE OF THE JOB:

* To work with Head of Horticulture and site managers, teams and trainees to carry out off and on site gardening work.
* This includes a range of hard and soft landscape construction, grounds maintenance, and countryside management operations to a high professional standard. This could be both on and off site.
* Lead and develop a small capable team of trainees who want to gain practical work experience.
* Manage the performance of cyclic garden maintenance contracts as well as one off landscaping projects.
* To be competent at pest and disease identification and management.
* Undertake weekend watering duties as and when required.
* Carrying out tasks in accordance with contract/agreed specifications to agreed time limits.
* To carry out all duties as instructed in a satisfactory manner and in accordance with SRT’s philosophies, values, principles, aims and objectives.
* To work within legal requirements; relevant policies, procedures and guidelines.

**MAIN DUTIES**

1. **To Undertake Social enterprise Gardening Contracts with Trainees**
   1. To supervise trainees, undertaking a range of outdoor activities such as landscaping, maintenance and construction. Demonstrating tasks and encouraging their participation in such.
   2. In conjunction with relevant SRT personnel and other professionals, participate in devising, maintaining, monitoring, updating and recording of information in relation to trainees’ care plans.
   3. To participate in regular team meetings, contributing to discussions about trainees care plans and individual plan goals. To inform other members of the team and the Manager of any changes in trainees health, behavioural, emotional, psychological or mental health, or current issues so that support can be sought if necessary.
   4. To provide verbal support only to trainees about personal hygiene. It is expected this will be dealt with in a manner which will maintain the dignity of the trainee at all times. (This does not include any intimate personal care only verbal advise and instruction when necessary)
   5. To ensure that the care and support given to trainees is consistent and positive behaviour support plans and care plans are followed appropriately.
   6. To actively create and support opportunities for each trainee to have their views represented.
   7. To provide the trainees with support coaching and guidance. Provide a positive role model in respect of independent living, interpersonal and self help skills. Monitoring individual trainees training and development programmes.
   8. To drive the SRT minibuses and work vehicles. To be part of the driving rota, to ensure the safe transportation of the trainees to and from the sites/contracts.
2. **Health and Safety**
   1. In collaboration with Head of compliance and QA to ensure all activities are risk assessed and are health and safety compliant
   2. To carry out all individual responsibilities as defined by the organisational policy and the Health & Safety at Work Act including participating on the cleaning rota.
3. **Administration & Finance**
   1. To complete, maintain and store all necessary records (for example- job sheets, accident & incident reports, record financial transactions, staff communication and hand over records, diary entries, minutes of meetings, reports, etc.) and meet deadlines as defined.
   2. To complete own records related to own employment (for example- appraisals, training requests).
   3. To undertake any delegated responsibilities in relation to the organisation’s business plan.
   4. To deal with all information in line with the organisation’s policy and procedure with regard to confidentiality.
4. **Relationships and Communication**
   1. To work as an integral member of the team. For example working on any of our three sites when necessary to cover staff absences etc;
   2. To attend and participate in meetings, note taking as required.
   3. To work alongside both customers and SRT staff to ensure a smooth process from initial job enquiries to completion of jobs and invoicing
   4. To develop positive, professional, effective working relationships with relevant SRT personnel and external professionals.
   5. To immediately report to the Manager the receipt of any complaint regarding staffing, care or facilities.
   6. To report all relevant information/changes in trainees needs to the rest of the team and the Manager.
   7. To present oneself in a professional manner at all times;
5. **Training and Development**
   1. To participate in the supervision process and performance reviews: participating in setting and achieving own development/performance objectives and making changes in practise as required.
   2. To attend and participate in internal and external individual and team training and development activities.
   3. To achieve the relevant professional qualification appropriate to the role;
   4. To actively participate in the induction/ foundation process and meet deadlines.
   5. To review own training and implement changes in practise.
6. **Development and Maintenance of the Sunnyside Sites**
   1. In conjunction with the Manager participate within the cyclic horticultural and maintenance timetable and carry these out with a team of trainees and other members of the staff team as required.
   2. Take responsibility for carrying out regular checks on tools and machinery used in horticultural tasks, and ensuring that necessary repairs are made;
7. **Social Enterprise**
   1. To support the trainees to take part in the social enterprise activities of the Trust, as part of a team. This may include litter picking, outside gardening work, maintenance of local community spaces, running market stalls at events, participating in community events representing the Trust.
   2. To seek new opportunities to further grow off site gardening contracts
   3. To ensure all gardening contracts are completed to a high standard

To carry out any other duties that may be reasonably expected.

***March 2024***