

JOB DESCRIPTION

JOB TITLE: BRANCHING OUT BANK DRIVER AND HORTICULTURE ASSISTANT

REPORTS TO: Horticulture Project Officer

Job information

Community Options is a trading name of Heritage Care, specialising in providing services for adults with mental health needs. We work with a diverse client group both within the community and in our accommodation based services.

Care is provided to people through contracts agreed with Mental Health Teams and Supporting People across a range of community settings.

Throughout Community Options the emphasis is on high quality services which respond to the needs of service users, and seeks to maintain dignity, privacy and freedom of choice for each individual.

Community Options expect all staff to undertake training and to develop skills and abilities which will help to improve performance. Training needs, performance and objectives are assessed and reviewed through regular Performance, Learning and Supervision session.

Branching Out is part of our community engagement and inclusion services and provides access to the local community through horticultural. Mental Health service users are given the opportunity to learn about horticulture and engage with their local environment to help them learn skills and help them maintain their mental health.

Role description

The role of Bank Horticulture Assistant is to support the Horticulture Project Officer to deliver the Branching Out project. They will support the management of the Branching Out project by leading the volunteers to complete practical horticultural activities, assessments and contracted gardening work/projects.

Job descriptions are reviewed annually and may be amended in accordance with the needs of the service. **The Job Description does not form part of the Contract.**

MAIN DUTIES

Support the Branching Out project to ensure consistent smooth running of the service. This may include:-

1. To drive the company vehicles when requested by the Horticulture Project Officer and to ensure the needs of the project are met;
2. Leading the volunteers to undertake the gardening tasks and projects;
3. Using their horticulture skills, knowledge and techniques to advise and join in with the volunteers in completing gardening tasks and projects;

4. Completing health and safety risk assessments for horticulture activities and ensuring the team use safe practices, in line with Health & Safety requirements;
5. Using IT systems to complete relevant paperwork;
6. To produce high quality standards of service delivery, development and monitoring; that meet Community Options contractual requirements and objectives.
7. To maintain professional standards and values as a representative of Branching Out and Community Options.
8. To adhere to all policies and procedures relating to Branching Out and Community Options.

The list of duties is not exhaustive, as actual duties will depend on activities and tasks being undertaken. Duties may be varied by the Horticulture Project Officer

The Bank Horticulture Assistant must familiarise themselves with the staff handbook and the code of conduct therein.

The Driver and Horticulture Assistant must observe the Equal Opportunities Policy of the organisation.

PERSON SPECIFICATION - BANK DRIVER AND HORTICULTURE ASSISTANT

The person specification is a statement of the minimum standards required for the post to be performed at a reasonable level.

In short listing for interview, preference will be given to candidates who can demonstrate that they meet all the criteria for the post, however, this will not necessarily guarantee an interview as there may be a large number of candidates applying.

When completing the application form it is advisable to show how you have met the criteria, rather than simply stating that you have done so. For example, rather than stating “I have good verbal and written communication skills” you might state “I have made presentations on a number of occasions, regularly produced written reports” and so on.

Experience	Essential	Desirable
Experience of working as a driver or driving larger vehicles e.g. van	◆	
Experience of working with the client group		◆
Horticultural experience of maintaining, improving and managing a green space		◆
Experience of supervising completion of horticultural work projects.		◆
Skills and qualities		
Excellent written and verbal communication skills	◆	
Ability to work on own initiative and demonstrate the ability to organise own workload including assessment activities and work projects	◆	
An ability to engage with people with a range of mental health needs	◆	
IT skills including Word and Outlook	◆	
Understanding, ability and willingness to work as part of a team	◆	
Qualifications		
Horticulture qualification and training		◆
Relevant health and safety qualifications, e.g. First Aid, Health and Safety	◆	
Understanding and knowledge		
Understanding of the problems faced by people with a mental illness living in the community	◆	
Knowledge in health and safety and assessment procedures		◆
A sound knowledge of horticultural practices		◆
A respectful attitude to difference and an interest in learning about equal opportunities	◆	
Personal attributes		
Commitment to promoting good practice in community care	◆	
Self-motivation and flexible in approach	◆	
Hold a current full UK driving licence	◆	
Willingness to learn and to undertake training	◆	