

Volunteer Gardener
Volunteer Role Description

ROLE TITLE	Gardener
DEPARTMENT	Support Services
DAYS/HOURS OF DUTY	One or more shifts per week, ideally averaging four hours per day, between Monday and Friday
REPORT TO	Head Gardener & Groundsman
ACCOUNTABLE TO	Head of Support Services; or Business Manager for Support Services in their absence
KEY RELATIONSHIPS	Head Gardener & Groundsman, volunteer gardening team, other Support Services staff and volunteers, maintenance team, other hospice staff and volunteers, patients, carers and visitors.

ROLE SUMMARY

To assist the Head Gardener & Groundsman, with the other members of the volunteer gardening team, in the upkeep of the hospice's exceptional gardens and grounds, including any appropriate skills and experience you have discussed with the Head Gardener & Groundsman that will assist with the successful upkeep of the hospice's grounds. For those without horticultural experience, to assist in the general gardening tasks required. To be able to work within a team or carry out some tasks solo.

MAIN DUTIES

Helping with gardening tasks and the general upkeep of the gardens and grounds, including:

- Weeding patio areas, borders and planted areas
- 'dead heading' of plants, as required, under the supervision of the Head Gardener
- Pruning shrubs and plants - following discussion with and as demonstrated by the Head Gardener
- Propagating and nursery duties in the greenhouse
- Grass cutting and leaf control – using hospice equipment, following training and under supervision
- Planting – garden areas, tubs, planters etc
- Assisting the maintenance team in the upkeep of the garden machinery and equipment by cleaning as required before storing away
- Leaf clearing and care of the compost areas
- Being a friendly face for patients, families and visitors to the garden; and answering any questions they have, if able to do so
- Assisting visitors who are lost and need directing around the site
- Helping the Support Services team with any planned developments of the garden and grounds
- Sweeping areas
- General tidying up of any rubbish found within the gardens and grounds

ESSENTIAL PERSON SPECIFICATIONS

- To be physically able to carry out gardening tasks
- To be willing to assist in the garden in various weather conditions (within reason)
- Good listening and communication skills

(full specification appears later on in this role description)

ADDITIONAL REQUIREMENTS OF THE VOLUNTEER

DBS CHECKS: a criminal record check will be required for certain volunteering roles. If this is required a volunteer will be informed during the recruitment process and the process explained.

CONFIDENTIALITY/DATA PROTECTION/INFORMATION GOVERNANCE: volunteers need to maintain confidentiality, security and integrity of information relating to patients, staff, other volunteers; and other hospice matter, during the course of their duty. This will include legislation and hospice policies and procedures the Care Quality Commission expect to see adhered to when they inspect the hospice services.

VOLUNTEER AGREEMENT: volunteers, when commencing volunteering, are agreeing to adhere to the hospice's policies and procedures; and other important factors, including those listed below. A breach of this Agreement will be taken seriously. Information will be provided and copies of pertinent policies can be made available upon request.

EQUALITY & DIVERSITY: The hospice is committed to the development of positive policies to promote equal opportunity and value diversity within the organisation; and has a clear commitment to equal opportunities. Whilst, all employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice, volunteers are also expected to adhere to the hospice's policy on equality and diversity.

FIRE/HEALTH AND SAFETY: All volunteers must adhere to the hospice policy covering Fire and H&S and be guided by staff when elements of Fire and H&S are made aware to them. All staff and volunteers have a responsibility for fire, health and safety, whether in a supervisory capacity or not.

HOSPICE IDENTITY BADGES: Hospice ID badges, internal and external, when provided, must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, volunteers, service users and visitors. Smoking is therefore not permitted at any point whilst on duty; and volunteers will make use of the same smoking area available to staff.

REGISTRATION COMPLIANCE/CODE OF CONDUCT: All employees and volunteers, who are required to register with a professional body to enable them to practice

within their profession, are required to comply with the code of conduct and requirements of their professional registration; and maintain their professional insurance cover, if appropriate.

ADDITIONAL REQUIREMENTS OF THE VOLUNTEER ... cont'd

TRAINING: All volunteers, when starting, complete a number of short topics, which are 'mandatory' subjects. There will also be induction training within the department where volunteering. Training topics are viewed through eLearning, but hard copies of the topics can be made available to any volunteers who do not have access to a computer. Other training opportunities will be explained by the volunteer's supervisor from time to time.

Volunteer Gardener

E = ESSENTIAL	D = DESIRABLE
Skills/Abilities/Knowledge	
<input type="checkbox"/>	Good listening and communication skills
<input type="checkbox"/>	Willingness to help as part of a dynamic team
<input type="checkbox"/>	Ability to show empathy towards those unknown to you
<input type="checkbox"/>	Knowledge of trees, shrubs, plants, weeds
Experience	
<input type="checkbox"/>	Supporting distressed people
<input type="checkbox"/>	General gardening
<input type="checkbox"/>	Horticultural knowledge
<input type="checkbox"/>	Garden equipment/machinery (within reason)
Other Requirements	
<input type="checkbox"/>	Agreement to commit to a regular 3-4 hour session once a week
<input type="checkbox"/>	To be flexible and able to swap with other volunteers within an established rota
<input type="checkbox"/>	To be flexible (within reason) to swapping your usual day if the weather does not permit you to 'stick to your rota day'
<input type="checkbox"/>	Willingness to assist in the garden in various weather conditions (within reason)
<input type="checkbox"/>	To be physically able to carry out various general gardening duties
<input type="checkbox"/>	To be happy being part of a team or carrying out tasks solo, once shown
<input type="checkbox"/>	