Volunteer role description

A picture containing logo

Description automatically generatedLead Volunteer role – Community Garden Support.

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| **Reports to:** | Luke Payn Community Garden Projects Manager | |
| **Department/section:** | Communities | |
| **Commitment level:** | This will be a flexible volunteering role. Recommemded minimum time commitment at least one session (morning / afternoon – 3 hours typically) per week. Monday – Sunday.  The signing up of the rota is flexible and varies from week to week. | |
| **Location:** | Westraven Community Garden Hartwell Way, PE3 7NB | |
| **Purpose of the voluntary role:** | | |
| To support the community garden through various gardening tasks and maintenance.  To be responsible when necessary for opening or locking the gates, manning the garden  Trusted to be in charge of the garden when staff are not present.  Handle cash, keys, signing in sheets. Awareness or training in Fire Procedures, First Aid. To be a friendly point of contact for visitors.  We have a large variety of different tasks required to keep the place running, so depending on your interest and ability we can find an opportunity that matches your skills and availability. | | |
| **Key responsibilities:** | | |
| Garden maintainence - Mowing lawns, weeding, watering plants, sowing seeds and potting on, care of habitats and wild areas.  Looking after garden machinery and equipmentCollecting of garden waste  Safe use of garden tools. Ensuring a safe working environment.  Ensuring site is safe for use by the general public  Wearing appropriate footwear for gardening, dress appropriately for working outside (to be warm enough or cool enough, sun hat, waterproof etc if needed  Representing WCCG in a professional and positive manner at all times.  Key holder  Handling cash  Driving lawn mower  Training / Inducting New Volunteers  Potential additional training such as First Aid, Mental Health, Conflict Resoltion. | | |
| **Key relationships:** | | |
| Working alongside WCCG Staff  Working with other Volunteers  Working with CKH Volunteer Manager  Working with the vistitors and groups who use the site. | | |
| **Skills, qualifications and experience required:** | | |
| A reasonable level of fitness  Happy to work outdoors in all weathers  Ability to understand Health and Safety issues and follow instructions  Enjoy meeting and helping people  Reliable, with good time keeping skills  Able to work as part of a team  Interested in gardening, (or carpentry, cooking etc) | | |
| **Training and support provided:** | |
| Mandatory Volunteer training  On the job training. Risk Assessment talked through on the day.  Other training can be provided as required | |
| **Availability of parking at work location:** | |
| Westraven Community Garden has its own car park | |
| **Equipment:** | |
| Tools will be provided  Protective Personal Equipment (PPE) wil be provided e.g gloves | |
| **Expenses:** | |
| WCCG is able to reimburse reasonable travel expenses to and from sessions. Tea & Coffee is available during your volunteer shifts | |
| **Is this role is eligible for a Disclosure and Barring Service (DBS) check**, **which is renewable every three years?** | |
| Yes | |
| **If yes, what level of DBS check which is required for this role?** | |
| Enhanced | |
| **No role description can cover every issue which may arise, and as a volunteer post-holder you may be expected to carry out other duties as required from time to time.** | |