Volunteer role description

A picture containing logo

Description automatically generatedGarden Club – Lead Volunteer.

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| **Reports to:** | Luke Payn Community Garden Projects Manager | |
| **Department/section:** | Communities | |
| **Commitment level:** | 2 hours per a week at a fixed time each week. | |
| **Location:** | Westraven Community Garden Hartwell Way, PE3 7NB | |
| **Purpose of the voluntary role:** | | |
| The Garden Club Lead Volunteer is an exciting role, which entails developing and running a weekly gardening club at the WestRaven Community Garden. We are seeking some one who is passionate about gardening and who would like to share that knowledge and enthusiasm with particpants in the Garden Club. | | |
| **Key responsibilities:** | | |
| To develop an engaging programme for the Garden Club  To welcome and support participants (who may be anxious or have additional needs)  To follow Health Safety best practise – ensuring safe use of garden tools & ensure a safe working environment  To follow best practice re Safeguarding  To report any concerns to the Community Garden Projects Manager or the Volunteer Manager  Garden maintainence -Weeding, watering plants, sowing seeds and potting on, care of habitats and wild areas.  Looking after garden machinery and equipment  Collecting of garden waste  Ensure participants sign attendance register  Wearing appropriate footwear for gardening, dress appropriately for working outside (to be warm enough or cool enough, sun hat, waterproof etc if needed  Representing the WestRaven Community garden in a professional and positive manner at all times. | | |
| **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.  Able to engage positively with people from different backgrounds and abiliites.  Reliable, with good time keeping skills  Able to work as part of a team  A good knowledge of gardening | | |
| **Training and support provided:** | |
| Mandatory Volunteer training  On the job training. Risk Assessment talked through on the day.  Potential additional training such as First Aid, Mental Health, Conflict Resoltion. | |
| **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  All resources required for the Garden Club will be supplied | |
| **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.** | |