Volunteer role description

Garden 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 GardenHartwell 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 ClubTo 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 environmentTo follow best practice re SafeguardingTo report any concerns to the Community Garden Projects Manager or the Volunteer ManagerGarden maintainence -Weeding, watering plants, sowing seeds and potting on, care of habitats and wild areas. Looking after garden machinery and equipment Collecting of garden wasteEnsure 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 neededRepresenting the WestRaven Community garden in a professional and positive manner at all times.   |
| **Key relationships:** |
| Working alongside WCCG StaffWorking with other VolunteersWorking with CKH Volunteer ManagerWorking with the vistitors and groups who use the site. |
| **Skills, qualifications and experience required:** |
| A reasonable level of fitnessHappy to work outdoors in all weathersAbility to understand Health and Safety issues and follow instructionsEnjoy meeting and helping people. Able to engage positively with people from different backgrounds and abiliites.Reliable, with good time keeping skillsAble to work as part of a teamA good knowledge of gardening |
| **Training and support provided:** |
| Mandatory Volunteer trainingOn 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 providedProtective Personal Equipment (PPE) wil be provided e.g glovesAll 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.** |