

## Kehelland Trust Role Profile

<b>Position</b>	<b>Weekend Horticultural Worker</b>
<b>Version</b>	<b>3</b>
<b>Date</b>	<b>February 2018</b>
<b>Purpose of Role:</b>	To carry out the watering and general horticultural tasks at the weekends and on public holidays.
<b>Reporting</b>	
<b>Reports directly to:</b>	The Horticultural Coordinator
<b>Direct accountability for the following roles:</b>	1. Trainees and volunteers within this area where appropriate.
<b>Accountabilities</b>	
	<ol style="list-style-type: none"> <li>1. To ensure that the watering is carried out on the weekends and set closure days. Public holidays etc.</li> <li>2. To carry out general duties of a caretaker including the maintenance and security of the grounds outside of normal working hours.</li> <li>3. To comply with all Health &amp; Safety requirements.</li> <li>4. To undertake, when required; other duties not specifically mentioned in this role profile that are deemed reasonable for the level of accountability.</li> </ol>
<b>Key Competencies</b>	
<b>Personal Development:</b>	<ol style="list-style-type: none"> <li>1. To treat people with care, respect and dignity at all times.</li> <li>2. To work as part of a team undertaking all necessary checks relating to Health &amp; Safety.</li> <li>3. To comply at all times with all Health &amp; Safety legislation.</li> <li>4. To report and inform the Team Leader of any faults or maintenance issues relating to the vehicles, premises or grounds.</li> <li>5. To work at all times within the Trust's policy on the Protection of Vulnerable Adults &amp; Safeguarding.</li> <li>6. To undertake, when required, other duties not specifically mentioned in this Role Profile that are deemed reasonable for the level of accountability.</li> <li>7. To ensure that all records are maintained accurately and in line with the Trust Record Keeping Policy and Procedures.</li> </ol>
<b>Role Specific Competencies:</b>	<ol style="list-style-type: none"> <li>1. To organise own workload to ensure that deadlines are adhered to using effective time management techniques.</li> <li>2. To be flexible to ensure that the service is delivered efficiently and a willingness to undertake other duties to maintain service delivery if requested.</li> <li>3. Ensure that the service is Customer Focused and continually reviewed so that any improvements are quickly identified and implemented.</li> <li>4. An ability to work effectively and responsibly alone.</li> <li>5. Responsibility for the routine maintenance and security of the site. Sufficient knowledge to identify any causes for concern and ensure that these are dealt with promptly.</li> <li>6. To have an aptitude for supporting people with their personal care and mobility needs and provide practical help with the use of care aids and equipment.</li> <li>7. An ability to undertake manual and person handling duties.</li> </ol>
<b>Internal and External Communication:</b>	<ol style="list-style-type: none"> <li>1. To ensure effective communication with staff, customers and external partners.</li> <li>2. Evidence of the successful use of communication skills and ability to be diplomatic.</li> <li>3. Evidence of an approachable manner and an aptitude for supporting people with learning disabilities.</li> <li>4. To represent the Trust positively and promote the ethos of the Trust.</li> <li>5. Continually promote Equal Opportunities in line with the Trust Equality and Diversity Policy.</li> </ol>

## Kehelland Trust Person Specification

<b>Position</b>	<b>Weekend Horticultural Worker</b>	
<b>Version</b>	<b>3</b>	
<b>Date</b>	<b>February 2018</b>	
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualifications</b>	<ol style="list-style-type: none"> <li>1. Requirement to have knowledge of or be prepared to undertake training for the following: <ul style="list-style-type: none"> <li>• Horticulture Qualification</li> <li>• First Aid</li> <li>• Manual Handling</li> <li>• Health &amp; Safety</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding</li> <li>• Common Induction Standards.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. NVQ Level 2 in Horticulture or equivalent.</li> <li>2. Good level of IT skills.</li> </ol>
<b>Previous Experience</b>	<ol style="list-style-type: none"> <li>1. To be able to demonstrate knowledge and experience of working within a horticulture setting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of Safeguarding Adults policies and procedures.</li> <li>2. Experience working with people with learning disabilities/ physical disabilities, elderly and/ or people with anxiety and depression.</li> <li>3. Previous retail experience.</li> <li>4. Previous horticultural experience.</li> </ol>
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Demonstrate sound horticultural knowledge.</li> <li>2. Commitment and understanding of Equality and Diversity.</li> <li>3. To be able to understand data effectively.</li> <li>4. Demonstrates ability to read and write routine reports and records.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience in the completion of Needs Assessments, Care Plans and Risk Assessments.</li> <li>2. Knowledge of Quality marks and systems (e.g. CQC, QAF).</li> <li>3. Previous experience and/or knowledge of working with a charity.</li> </ol>
<b>Skills</b>	<ol style="list-style-type: none"> <li>1. Able to work using own initiative and accept responsibility for own decision making.</li> <li>2. Ability to plan and prioritise own workload.</li> <li>3. Ability to develop policies and procedures.</li> <li>4. Ability to cope well under pressure.</li> <li>5. Be prepared to undertake personal development and training opportunities.</li> <li>6. Excellent communication skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrates ability to input information using a computer.</li> </ol>
<b>Other</b>	<ol style="list-style-type: none"> <li>1. Subject to a clear DBS list check.</li> </ol>	<ol style="list-style-type: none"> <li>1. Full driving license.</li> <li>2. Access to own car</li> </ol>