

Kehelland Trust Role Profile

Position	Weekend Horticultural Worker
Version	4
Date	September 2019
Purpose of Role:	To carry out the watering and general horticultural tasks at the weekends and on public holidays.
Reporting	
Reports directly to:	The Horticultural Coordinator
Direct accountability for the following roles:	1. Trainees and volunteers within this area where appropriate.
Accountabilities	
	<ol style="list-style-type: none"> 1. To ensure that the watering and plant maintenance is carried out on the weekends and set closure days. Public holidays etc. 2. To carry out general duties of a caretaker including the maintenance and security of the grounds outside of normal working hours. 3. To comply with all Health & Safety requirements. 4. To undertake, when required; other duties not specifically mentioned in this role profile that are deemed reasonable for the level of accountability.
Key Competencies	
Personal Development:	<ol style="list-style-type: none"> 1. To treat people with care, respect and dignity at all times. 2. To work as part of a team undertaking all necessary checks relating to Health & Safety. 3. To comply at all times with all Health & Safety legislation. 4. To report and inform the Team Leader of any faults or maintenance issues relating to the vehicles, premises or grounds. 5. To work at all times within the Trust's policy on the Protection of Vulnerable Adults & Safeguarding. 6. To undertake, when required, other duties not specifically mentioned in this Role Profile that are deemed reasonable for the level of accountability. 7. To ensure that all records are maintained accurately and in line with the Trust Record Keeping Policy and Procedures.
Role Specific Competencies:	<ol style="list-style-type: none"> 1. To organise own workload to ensure that deadlines are adhered to using effective time management techniques. 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. 3. Ensure that the service is Customer Focused and continually reviewed so that any improvements are quickly identified and implemented. 4. An ability to work effectively and responsibly alone. 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. 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. 7. An ability to undertake manual and person handling duties.
Internal and External Communication:	<ol style="list-style-type: none"> 1. To ensure effective communication with staff, customers and external partners. 2. Evidence of the successful use of communication skills and ability to be diplomatic. 3. Evidence of an approachable manner and an aptitude for supporting people with learning disabilities. 4. To represent the Trust positively and promote the ethos of the Trust. 5. Continually promote Equal Opportunities in line with the Trust Equality and Diversity Policy.

Kehelland Trust Person Specification

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