**ROLE DESCRIPTION**

**ROLE TITLE:** Gardener

**REPORTING TO:** Family Centre Operations Manager

**LOCATION:** Stanwell Family Centre

**HOURS:** 0 – 7 hours per week (variable timings, depending on centre services)

**SALARY:** £0 as this is a voluntary position

**CLOSING DATE:**  **INTERVIEW DATE:**

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes, we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

**Our Vision**

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

**Our Mission**

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of deprivation.

**Stanwell Family Centre (previously Stanwell Children’s Centre)**

The multi-agency approach of Family Centres is at the heart of Surrey County Councils Effective Family Resilience and Early Help Strategy. Family Centres play a central role in providing Early Help, in improving outcomes for all young children, and in reducing inequalities in outcomes between the most disadvantaged children and the rest.

Family Centres will provide access to high quality Early Help and targeted services, health, family support and employment related services. All services developed ensuring that the needs of children are paramount.

Each Family Centre is intended to become the first port of call for families in need or requiring additional support with the challenges that parents face every day bringing up their children.

**Overall purpose of the role**

To assist with maintaining the garden environment at Stanwell Family Centre, to ensure it is safe, inviting and engaging.

**Duties and Responsibilities**

* Provide a well maintained garden, including plant growing where specified.
* Perform basic maintenance such as managing weed control and leaf raking.
* To prune smaller shrubs, trees and low lying branches
* To plant and nurture a variety of plants for seasonal interest and stimulation (flowers, fruits, vegetables, herbs etc.)
* To water the garden during dry periods
* Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
* Use, maintain and ensure safety of garden equipment.
* Report to Centre management with requests for new garden equipment and plant purchases.
* Ensure a safe environment for staff and clients by adhering to health and safety regulations.
* Share knowledge and expertise with Centre management on all aspects of garden design and planning.
* Optional opportunities to engage families in gardening activities

This role offers opportunity for training and work experience.

**Working conditions for this role:**

* Manual handling of resources up to 5kg regularly
* Working with children aged 0-11 years, their families and professionals
* Adherence to relevant Family Centre Policy and Procedures is essential.

**Person Specification**

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| **Essential** | **Desirable** |
| Reliability | Prior gardening experience |
| Ability to handle a range of horticultural hand tools. | Knowledge of plants and gardening techniques. |
| Ability to communicate clearly orally and in writing. | Garden design vision and knowledge of plants. |
| Ability to apply relevant safeguarding and health & safety policies and procedures | Ability to speak languages in addition to English |
| Willingness to complete training in Safeguarding Children, First Aid, Equality and Diversity | Attention to detail. |
| Good listening skills. | Enthusiasm, good self-presentation, determination, dedication and a sense of humour |
| Enthusiastic, friendly, caring and non-judgemental. | Desire to be proactive and create a positive experience for others. |
| Ability to use own initiative but also be part of a team. | Commitment to continuous training and development |
| Commitment to the service | Understanding of equality and diversity. |

An enhanced DBS is required for this role.

**For an initial discussion about this role please contact the Family Centre on**

**01784 241407**

**To submit an application please complete an application form and send it to** [**recruitment@surreycaretrust.org.uk**](mailto:recruitment@surreycaretrust.org.uk)