



## JOB DESCRIPTION

JOB TITLE: Project Worker / Gardener

ACCOUNTABLE TO: Service Manager or Site Coordinator

HOURS OF WORK: Full time 37.5 hours per week, typical hours are 8am - 4pm Monday- Friday. The post will require evening and weekend work. Hours can be flexible.

### MAIN PURPOSE OF THE JOB:

- To support the team and the Manager in providing a high quality day and employment placement to people with learning disabilities.
- To organise and participate in indoor and outdoor activities around social enterprise, horticulture and conservation
- To carry out all duties as instructed in a satisfactory manner and in accordance with SRT's philosophies, values, principles, aims and objectives.
- To work within legal requirements; relevant policies, procedures and guidelines.
- To take joint responsibility for organising trainee activities, which support the maintenance, upkeep and development of the Sunnyside sites.

### MAIN DUTIES

#### 1. Trainee Support

- 1.1 To supervise trainees, leading a range of indoor and outdoor activities such as gardening and conservation. Demonstrating tasks and encouraging their participation in such. As and when necessary leading a range of indoor activities such as cookery, crafts, shop work etc as agreed with trainee reviews and support plans.
- 1.2 In conjunction with relevant SRT personnel and other professionals, participate in devising, maintaining, monitoring, updating and recording of information in relation to trainees' plans.
- 1.3 To participate in regular team meetings, contributing to discussions about trainees care plans and individual plan goals. To inform other members of the team and the Manager of any changes in trainees health, behavioural, emotional, psychological or mental health, or current issues so that support can be sought if necessary.
- 1.4 To provide verbal support only to trainees with personal hygiene. It is expected this will be dealt with in a manner which will maintain the dignity

of the trainee at all times. (This does not include any intimate personal care only verbal advise and instruction when necessary)

- 1.5 To ensure that the care and support given to trainees by the team is consistent and the team is working to shared aims and objectives;
- 1.6 To actively create and support opportunities for each trainee to have their views represented.
- 1.7 To provide the trainees with support coaching and guidance. Provide a positive role model in respect of independent living, interpersonal and self help skills. Monitoring individual trainees training and development programmes.
- 1.8 To play an active role in SRT's training for trainees, assessing and recording tasks and progress in a manner consistent with good practice.
- 1.9 To drive the SRT minibuses and work vehicles. To be part of the driving rota, to ensure the safe transportation of the trainees to and from the sites.

## **2. Health and Safety**

- 2.1 To carry out all individual responsibilities as defined by the organisational policy and the Health & Safety at Work Act including participating on the cleaning rota.

## **3. Administration & Finance**

- 3.1 To complete, maintain and store all necessary records (for example- accident & incident reports, record financial transactions, trainee communication books, daily activity sheets, staff communication and hand over records, diary entries, minutes of meetings, reports, etc.) and meet deadlines as defined.
- 3.2 To complete own records related to own employment (for example- appraisals, time sheet, training requests).
- 3.3 To undertake any delegated responsibilities in relation to the organisation's business plan.
- 3.4 To deal with all information in line with the organisation's policy and procedure with regard to confidentiality.

## **4. Relationships and Communication**

- 4.1 To work as an integral member of the team. For example working on any of our three sites when necessary to cover staff absences etc;
- 4.2 To attend and participate in meetings, recording minutes and obtaining records, as required.
- 4.3 To encourage trainees to develop positive, appropriate relationships with others at the Trust's centres.
- 4.4 To develop positive, professional, effective working relationships with relevant SRT personnel and external professionals.
- 4.5 In a professional manner, take and relay both written and verbal messages, taking appropriate action when required.
- 4.6 To immediately report to the Manager the receipt of any complaint regarding staffing, care or facilities.

- 4.7 To report all relevant information/changes in trainees needs to the rest of the team and the Manager.
- 4.8 To present oneself in a professional manner at all times;

### **5. Training and Development**

- 5.1 To participate in the supervision process and performance reviews: participating in setting and achieving own development/performance objectives and making changes in practise as required.
- 5.2 To attend and participate in internal and external individual and team training and development activities.
- 5.3 To achieve the relevant professional qualification appropriate to the role;
- 5.4 To actively participate in the induction/ foundation process and meet deadlines.
- 5.5 To review own training and implement changes in practise.

### **6. Development and Maintenance of the Sunnyside Site**

- 6.1 In conjunction with the Manager and the Horticultural Advisor, develop an annual timetable of activities which support the development and maintenance of the Trust's leased and allotment land at Sunnyside.
- 6.2 In conjunction with Manager and the Horticultural Advisor, agree upon a detailed programme of monthly tasks and training opportunities within the annual timetable and carry these out with a team of trainees and other members of the staff team as required.
- 6.3 Take responsibility for carrying out regular checks on tools and machinery used in horticultural tasks, and ensuring that necessary repairs are made;
- 6.4 Setting up and supervising practical indoor practical sessions with trainees when weather is bad, particularly during the winter period.

To carry out any other duties that may be reasonably expected.

***Revised February 2019***

