

## Horticultural Therapist St Mary's Secret Garden

### Job Description

<b>Job Title</b>	Community Gardener
<b>Salary</b>	£24,000 pro rata salary £14,400
<b>Responsible to:</b>	Garden Manager
<b>Hours</b>	3 days per week with some weekend and evening work required Hours may increase subject to funding.
<b>Annual Leave</b>	17 days
<b>Location</b>	St Mary's Secret Garden, 50 Pearson Street, London E2 8EL

#### **Main purposes of the job:**

To work with the team to facilitate therapeutic placements for people with learning disabilities, mental ill health and long term health conditions, run other volunteering sessions and courses including Saturday volunteering sessions.

To involve the diverse local community of Hackney and neighbouring boroughs in activities at St Mary's Secret Garden through participation in accredited training programmes, therapeutic groups, and volunteering activities with an emphasis on individuals and communities who may otherwise be excluded.

To use horticulture and other knowledge relating to growing and caring for plants, nature conservation, garden maintenance and landscaping to engage with people, encourage learning and promote health and wellbeing.

To promote the training and social care aspects of horticulture to community groups, Hackney council and individuals in the London borough of Hackney and beyond.

To work flexibly within our small team to support each other, to assist with the physical maintenance and general organisation of St Mary's Secret Garden ensuring that the garden is open and accessible to the wider local community.

To be proactive in the development of St Mary's Secret Garden as a resource for the local community.

#### **Key Responsibilities**

##### **1. People**

- To develop and run programmes for people to attend the garden especially those with learning disabilities, mental ill health and long term health conditions, founded on horticulture and related activities. This includes:
- Key working and Co-production with individuals on therapeutic placements working with our Senior Horticultural Therapist;
  - Liaising with other agencies
  - Providing advocacy within the project
  - Listening to and supporting and contributing to management of volunteers and service users
  - Completing necessary paperwork to meet legal requirements, funding agreements and best practice
- Assessing progress with volunteers and service users, arranging and conducting regular reviews.
- Being aware of the latest research and developments in therapeutic horticulture, horticultural training and related fields and incorporating them into work programmes.

##### **2. Horticulture and Conservation**

- Working with volunteers and service users on horticultural, gardening, conservation, garden maintenance and landscaping, and related types of activity.

- Ensuring the development of a tranquil and therapeutic garden space which can be enjoyed by all members of the community.
- Encourage the development of attractive, inclusive and accessible green spaces within the local area to organic principles.
- Demonstrate appropriate level of physical fitness and work outside in all weathers.

### **3. Outreach and Promotion**

- Promoting St Mary's Secret Garden and its full range of services.
- Welcoming visitors and those seeking information to the site and providing briefings and information as appropriate.
- Running or assisting with promotional displays, open days, special events and other occasions on and off site.
- Working within the staff team to involve the general public and corporate sector in the development of the garden where relevant.
- Attending local and national network meetings as appropriate to the development of the garden, training programmes and requirements of funding bodies.

### **4. Infrastructure, Project Administration and Development**

- To work in co-operation with other staff, as a member of the St Mary's Secret Garden team.
- To carry out all of the duties within the spirit and detail of the policies and procedures of St Mary's Secret Garden including:
  - Safeguarding
  - Health and Safety
  - User involvement
  - Finance
  - Equal Opportunities
  - Volunteers
  - Children and Young people, Adults at risk
- To assist with volunteer management, working alongside the Garden Manager to recruit, select, induct and supervise volunteers and service users according to appropriate policies.
- To participate in personal development and training activities to meet the competency standards as required by the post.
- To keep records and complete reports, monitoring and evaluation as required by funding bodies.
- To work within the budgets for the Garden and to keep budget records for projects as required by the funding bodies.
- To contribute to the general running of St Mary's Secret Garden, including:
  - Maintenance of buildings and gardens so that they remain clean, tidy, attractive and safe
  - Reviewing and maintaining tools and other equipment appropriate to meet the needs of the project
  - Maintaining signage, accessibility and general design in the best interests of users, visitors, staff and volunteers
  - Assist with the design and production of information for signage, websites, leaflets and media promotion

- Provide cover for fellow staff members where appropriate, and work within the staff team structure appropriate to the role
- To contribute to the quality assurance process

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Experience of planning, delivering and leading horticultural sessions with people with learning disabilities, mental ill health, long term health conditions and older people	x	
Horticulture qualification or equivalent practical experience	x	
Experience of coordinating and facilitating volunteer gardening sessions	x	
Knowledge and experience of supporting individuals including assessing, goal setting, and development planning (known as keyworking) and experience of managing challenging behaviours	x	
Experience of project planning, management and monitoring	x	
Horticultural therapy qualification or equivalent experience	x	
Experience of managing busy and competing workloads within a team, to work flexibly with the needs of the garden	x	
Excellent communication skills	x	
Excellent IT and administration skills including office, email and social media	x	
Demonstrate energy, enthusiasm and a sense of fun	x	
Experience of food growing	x	
Experience of plant nursery propagation, production and customer sales		x
Experience of planning and delivering gardening sessions for children and young people		x
Experience and knowledge of wellbeing and community initiatives in Hackney		x
Training / Assessor qualification		x
Full clean driving licence and or ability to ride cargo bike		x
First aid training, safeguarding vulnerable adults and children training		x

***The post holder could be asked to participate in any other duties as required given the nature of the garden and the overall functions of the role.***

*Successful appointment to the role will be subject to satisfactory references and will require a Disclosure and Barring service disclosure.*

***We recognise the lack of diversity in this sector and believe in the value of a diverse workforce, because of this we particularly encourage applications from people from Black, Asian and minority ethnic backgrounds.***

*Please apply for this role by sending a **CV and covering letter in one Word or Google doc** outlining how your skills and experience match our job description and person specification, along with a completed copy of our **equal opportunities** form to **recruitment@stmarysgarden.org.uk**.*

*The deadline for applications is **Monday 11<sup>th</sup> October at 9am**, interviews will most likely take place online. If shortlisted for interview you may be asked to record a short video activity to demonstrate your facilitation skills.*

Paula Yassine  
CEO  
St Mary's Secret Garden