



St Mary's Secret Garden "Growing together – Wellbeing through gardening"
Registered charity 1152027 Company limited by guarantee 05987612

Horticultural Therapist - ST MARY'S SECRET GARDEN

JOB DESCRIPTION

Job Title	Horticultural Therapist/ Trainer
Salary	£23,000 pro rata (£9,270 including national insurance)
Responsible to:	Director
Hours	2 days per week; some evening & weekend will be expected
Annual Leave	13.5 days inclusive of bank holidays
Location	St Mary's Secret Garden, 50 Pearson Street, London E2 8EL

Main purposes of the job:

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 work with disadvantaged people, especially those with disabilities and mental health difficulties, using social and horticulture therapy and other eco-therapies.

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, other organisations and individuals in the London borough of Hackney and beyond.

To assist with the physical maintenance and general organisation of St Mary's Secret Garden ensuring that the garden is open, safe 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 Roles

1. People

- To develop, plan and run sessions for disadvantaged people especially those with mental health problems and learning disabilities, founded on horticulture and related activities.
This includes:
- Key working individuals;
 - Planning and developing development plans with individual beneficiaries
 - Liaising with other agencies/ multidisciplinary working
 - Providing advocacy within the project
 - Listening to and supporting the supporting volunteers and beneficiaries.
 - Completing necessary paperwork to meet legal requirements, funding agreements and best practice.
- Assessing and evaluating progress and impact of planned interventions with beneficiaries, arranging and conducting regular reviews.



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- Being aware of the latest research and developments in therapeutic horticulture, horticultural training and related fields and incorporating them into volunteers 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.
- Within the garden to ensure 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.
- Contribute to garden design, development and improvement to widen the scope of the project and to promote inclusion of all members of the local community.

3. Outreach and Promotion

- Promoting St Mary's Secret Garden, 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, visitor's 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, both as a member of the St Mary's 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:
 - Health and Safety
 - User involvement
 - Finance
 - Equal Opportunities
 - Volunteers
 - Children and Young people, Vulnerable adults
- To assist with volunteer management.
- To participate in suggested personal development and training activities to meet the competency standards as required by the post.



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- To keep records and complete reports, monitoring and evaluation as required by funding bodies.
- To contribute to the general running of St Mary's Secret Garden, this include:
 - 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 information for signage, websites, leaflets and media promotion.
 - To contribute to the quality assurance process
 - To undertake such other duties as may be reasonably required from time to time given the nature of the garden and the overall functions of the horticultural therapist/ trainer

Paula Yassine
Director
St Mary's Secret Garden
Reg charity 1152027



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Person Specification

The person appointed will be able to demonstrate from their experience and proven skills that they can

- Manage and work within a team carrying out practical horticultural work with a wide range of people including people with learning disabilities and mental health difficulties
- Work with and provide learning opportunities for people
- Engage with people who are socially isolated or excluded
- Develop and implement innovative programmes of work
- Work to agreed policies and procedures, particular to a location or organisation
- Work on their own initiative and manage a heavy workload
- Demonstrate energy enthusiasm and a sense of fun
- Have a flexible approach and work well under competing demands
- Complete administration associated with running such programmes

The following will be essential

- A recognised qualification in horticulture or land based vocational qualifications or equivalent experience
- Experience of working with people who have a wide range of disabilities and/or health problems and challenging behaviours
- Some ICT experience & skills

The following would be considered advantageous but not essential

- Assessor Qualifications
- Adult teaching qualification
- First Aid, Manual handling and health and safety at work certificates
- Appreciation of community care, mental health, disability and employment issues
- Experience of fundraising/ statutory sector commissioning processes