**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOOD**

**JOB TITLE:** HORTICULTURE SUPPORT WORKER

**DIVISION:** ECONOMIC REGENERATION

**GRADE:** BAND 6

**RESPONSIBLE TO:** PROJECT CO-ORDINATOR - PROMOTING CHANGE, TRANSFORMING LIVES

**POST REFERENCE:**  SR-107033

**Purpose of Post**

We are looking to recruit an Horticulture Support Worker to support thePromoting Change, Transforming Lives Project. The project has recently secured funding from BIG Lottery and will:

Increase the number of people with a disability and/or learning difficulty (LDD) or a mental health problem to enter into education, employment, training or volunteering.

To facilitate a therapeutic learning and working environment for the people with Learning Difficulties and Mental Health we support, promoting inclusion and participation in the allotment project. Supporting people to maintain and improve their physical and mental wellbeing, build confidence and to improve Therapeutic, Education and Employment.

**Key Relationships**

Volunteers, Partners, Day Service staff who access the site. Work closely with Employment Link Officer and Project Coordinator.

**Main Duties and Responsibilities**

1. Assist the Project Coordinator and Employment Link Officer to involve people at all levels of the project and develop individual and group action plans with people we support; reviewing them on a regular basis.
2. Work with colleagues and volunteers to ensure the smooth day to day running of the allotment.
3. Create a safe and supportive environment for all participants. Ensure the allotment is kept in good condition and is kept secure. Ensure that people attending the allotment receive training on “Using Equipment Safely”.
4. Actively promote and ensure good health & safety at the allotment. Assess risks and support needs for each person attending the allotment.
5. Support people with any allotment tasks as appropriate, demonstrating and encouraging safe practice.
6. Support people to increase their gardening skills and knowledge by facilitating learning activities and workshops as required.
7. Support people to promote environmental sustainability and green issues.
8. Liaise with family/carers and other professionals as necessary.
9. Maintain and keep accurate and confidential records of relevant issues carried out during the course of the post holder’s duties.
10. Ensure effective communication and confidentiality on behalf of people we support both internally within and externally to other organisations/partners.
11. Be responsible for the rotation of crop and plan the site to be effective the year through.
12. Promote the development of self-help/independence skills of the people we are supporting.
13. Promote good relations with other allotment holders.
14. To work flexibly on own initiative and also to work as part of a wider team.
15. Attend and assist the Project Coordinator at the allotment Steering Group meetings.

General duties of the post.

1. To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the ‘Project’ organisation and thereby generate a positive image.
2. To maintain professional relationships with other members of your team, volunteers and staff in the wider organisation and those in partner agencies.
3. To attend and participate in training and development activities as required.
4. To be available and willing to work flexibly.
5. To work within the framework of policies and procedures a set out by HBC and its partners.
6. Any other duties commensurate with the level of the post and as may be agreed from time to time with line management

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 22nd December 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**