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| **Volunteer Role Description** |
| Role Title  | Gardener  |
| Location | North Devon Hospice, Deer Park, Rumsam Rd, Barnstaple EX32 0HU  |
| Commitment Required | Mondays, weekly  |
| Hours | Mornings (9am-12pm) or afternoons (1pm-4pm)  |
| Reports to | Head Gardener |
| Accountable to | Head of Facilities |
| Role Summary:To help maintain the gardens and grounds at Deer Park |
| What’s Involved:* Harvesting fruit, vegetables & flowers
* Construction of garden structures e.g. fruit cages, supports
* Division & propagation of plants and planting
* Watering & feeding plants, trees and shrubs
* Hand weeding, hoeing, staking, deadheading, tying-in plants, cutting back, digging over, mulching and manuring in the flower, shrub and vegetable borders
* Maintaining lawns and hedges (edging and trimming)
* Maintaining good access e.g. maintenance of paths, signposting
* Interacting with and helping visitors to orientate themselves around the garden
* Maintaining boundaries, drainage, wind blow, and removing invasive species
* General maintenance - litter picking
* Maintaining children’s play area (e.g. checking for health & safety, cleaning apparatus etc.)
* Keeping memorial structures clean
* Promoting and maintaining biodiversity and recording as required
* Assisting with our annual ‘open garden’ event
* Occasional guided walks of the gardens for visiting groups

Key Responsibilities:* Adhere to hospice policies, procedures and all training undertaken in relation to your role e.g. moving & handling, health & safety, etc.
* Actively participate in hospice risk management process in order to help safeguard the welfare of patients, visitors, volunteers and staff
* Complete statutory training in accordance with North Devon Hospice requirements
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| Benefits:* Hands on horticultural experience
* Playing a rewarding, essential role which has a real impact on the hospice’s patients
* Wellbeing & fitness
* Meet new people and enjoy being part of a friendly, supportive, dedicated team
* Reimbursement of all reasonable travel expenses
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| Essential Qualities: Volunteers with all levels of horticultural experience are welcomed, but enthusiasm for outside practical horticulture work is essential. Our volunteers need to be approachable and friendly to patients, their families and visitors.  |
| Training & supervision:* Induction and statutory training, prior to commencing the role
* Specific horticultural skills will be developed, supported by the Head Gardener.
* Required ongoing training relevant to the role as directed by North Devon Hospice, including health & safety, moving and handling etc.
* All volunteers are responsible for ensuring that they follow good infection control practice at all times and that they are familiar with infection control policies, procedures and guidance relevant to their area of work.
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| **Person Specification** | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications |  |  |  |
| Skills and knowledge | Able to work as part of a team with people of wide ranging ages and abilitiesSensitivity to the hospice environmentA basic understanding of confidentialityAbility to listen and follow instructionsAbility to work safely and to not endanger yourself or others, using common sense to maintain a safe working environment |  | Interview |
| Experience | Enthusiasm for outside practical horticulture work | Some horticultural experience  | Interview |
| Personal Qualities  | Commitment to following NDH policies and guidelines Friendly, reliable and committedAwareness of own limitationsAbility to work within set boundariesFlexible and adaptableRespect for others and their diversity  |  | Interview |

Date: March 2018

Authors: Donna Warlow, Head of Facilities; Volunteer Office