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| **Volunteer Role Description** | |
| Role Title | Gardener |
| Location | North Devon Hospice, The Long House, Holsworthy |
| Commitment Required | Tues / Wed / Thurs weekly (day to be agreed) |
| Hours | Mornings (10am-12pm) |
| Reports to | Caretaker |
| Accountable to | Head of Facilities |
| Role Summary:  To help maintain the gardens and grounds at The Long House | |
| What’s Involved:   * Grass cutting * 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 good access e.g. maintenance of paths, signposting * Maintaining boundaries, drainage, wind blow, and removing invasive species * General maintenance - litter picking * Maintenance of hanging baskets and pots including topping up * Cleaning and maintenance of garden furniture * Cleaning and maintenance of garden shed and equipment   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 | |
| 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 | |
| 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 * 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 abilities  Sensitivity to the hospice environment  A basic understanding of confidentiality  Ability to listen and follow instructions  Ability 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 committed  Awareness of own limitations  Ability to work within set boundaries  Flexible and adaptable  Respect for others and their diversity |  | Interview |

Date: April 2019

Authors: Donna Warlow, Head of Facilities; Volunteer Office