



Basingstoke Mencap Services

Job Description: Project Leader for Greenfingers Garden Project
Hourly Rate: £10.00 per hour
Hours: 37 hours per week
Closing Date for Application: 22nd January 2018

Main Purpose

To lead the GREENFINGERS project - this includes horticulture, Woodwork and Craft activities

Position

The post holder will report to the person acting as General Manager

Duties

1. To promote and deliver a quality service to service users.
2. To lead the team of staff and volunteers working on the project
3. To undertake regular appraisals of staff (including bank workers) in conjunction with the HR manager.
4. To maintain service user and volunteer records.
5. To raise invoices and track payments for service user funding
6. To play a prominent role in the service user referral process and subsequent reviews.
7. To manage on site plant, woodwork and craft sales
8. To liaise with the 3rd party organisations with regard to sales including quality assurance aspects of the service.
9. To oversee training and undertake appropriate learning and development, as identified through regular appraisal and reviews with line manager.
10. To work effectively within a personal budget.
11. To handle any incidents arising or complaints received.
12. To track, plan and manage the “gardening in the community” service.
13. Managing petty cash, recording and processing of receipts, confirming the petty cash balance on a weekly basis.
14. Processing volunteer expenses.
15. Ordering horticultural supplies and maintaining accurate purchase records.
16. To undertake other duties and responsibilities as required.
17. To be pro-active in the development of the service within a defined geographical area
18. To work weekends as and when required.

Confidentiality

The post holder must maintain the confidentiality of information about clients, staff and volunteers. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

Health and Safety

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

Equality & Diversity

Mencap has an Equality and Diversity Policy and it is the responsibility of all staff and volunteers to comply with this. The key responsibilities for staff under this Policy are set out in the Mencap Code of Conduct.

Flexibility

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

PERSON SPECIFICATION: ESSENTIAL CRITERIA

- Experience of working in a customer services environment.
- IT Skills to maintain service user records, financial transactions etc
- Good verbal and written communication skills.
- Ability to work within a team and possess a flexible approach to work.
- Enthusiastic, motivated and keen to deliver a quality service.
- A friendly disposition, good sense of humour.
- To be physically fit and able to cope with the physical demands of the role.
- Experience in managing staff

DESIRABLE CRITERIA

- To have an understanding of disability and employment related issues.
- Experience of delivering training or supporting the delivery of training in the adult sector.
- Have experience in the use of all horticultural equipment & related machinery.
- Experience in supervising volunteers.

Exploring our Horizons Together

'BASINGSTOKE MENCAP SERVICES' IS REGISTERED IN ENGLAND AS A COMPANY LIMITED BY GUARANTEE -
NUMBER 4134251

REGISTERED OFFICE: THE ORCHARD, WHITE HART LANE, BASINGSTOKE,
RG21 4AF.

TELEPHONE: 01256 423886

Email: office@basingstokemencap.org.uk

REGISTERED AS A CHARITY - NUMBER 1085576