



## Basingstoke Mencap Services

Job Description: Project Leader for Greenfingers Garden Project  
Salary : £19,240.00 p.a.  
Hours: 37 hours per week  
Closing Date for Application: 26<sup>th</sup> April, 2018

### **Main Purpose**

To lead the GREENFINGERS project. This is an administrative position.

### **Position**

The post holder will report to a Trustee of the organisation.

### **Duties**

1. To promote and deliver a quality service to service users.
2. To lead and manage the team of staff and volunteers working on the project.
3. To play a prominent role in the service user referral process and subsequent reviews with internal and external agencies.
4. To manage the project on a daily basis which includes horticultural, woodwork, crafts, gardening in the community.
5. To work effectively within a budget.
6. To undertake other administrative duties and responsibilities as required.
7. To be pro-active in the development of the service.

### **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 an administrative environment.
- Experience of managing staff.
- 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.

## **DESIRABLE CRITERIA**

- To have an understanding of learning disabilities.

## **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,  
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