

## Basingstoke Mencap

### Role Description for Volunteers (Greenfingers)

#### **Title: Horticultural Support Volunteer at Greenfingers**

*Thank you for volunteering at Greenfingers. Volunteers are crucial in enabling us to care for and support our service users. Your time and participation are greatly appreciated by members of staff, trustee, and the service users. We hope you find volunteering with us a rewarding and fulfilling experience.*

**About Greenfingers:** Greenfingers is a horticultural therapy and training centre for the learning disabled based at Elizabeth Road allotments in Basingstoke. Each session, Service Users participate in a variety of gardening, horticultural and occasional craft activities planned in order to cater for the varying needs of attendees.

#### **Objectives of the role:**

- To help with all horticultural activities undertaken on site under the direction of the Horticultural Supervisor

#### **Outline of Tasks and Activities to be undertaken**

- To undertake sowing, planting out, weeding, clearing and watering on site.
- To engage in light pruning, hoeing, digging, wheel barrowing and other general gardening duties.
- To undertake site housekeeping including tidying, maintaining paths, cleaning of poly-tunnel, tools etc.
- Occasional painting of wood on site e.g. fence, shed, seating etc.
- Organising, maintaining and tidying pots in the plant area.
- To help maintain a safe working environment for those on site.
- Where required to work with service users on activities according to the planner/schedule and as directed by the team leader or other member of staff.

#### **Targets or Measurements of Performance**

- Horticultural work carried out to a good standard as observed
- Flexibility to work alongside service users as required
- You will receive regular verbal feedback
- You will be encouraged to attend appropriate training where necessary in order to develop your role
- We will acknowledge your achievements, performance and commitment as a volunteer

## Days and Hours

- Days to be agreed with the team leader with volunteering between 9.30 and 3.00. We are happy to accept individuals who can commit to work on a rota basis but prefer individuals who could commit to most weeks if possible (notwithstanding holiday commitments etc)

## Expenses

This is not a paid role and you are not employed by the Charity. You may be reimbursed for any out-of-pocket expenses, including mileage with the prior agreement of the project team leader occurring as a direct result of your volunteering role, on the production of a receipt in accordance with the Basingstoke Mencap's Volunteering Policy.

## Skills and Attributes

- Physically able to undertake general gardening duties
- A little knowledge of gardening/ horticulture
- Ability to communicate with people
- Ability to use initiative and be cognisant of the well being of others.
- Friendly and approachable with a good level of empathy, care and compassion

## Expectations

We would ask you to:

- Adhere to our policies and procedures and ensure that you behave in a way that will promote the charity in a positive manner
- Make known to the team leader / staff any physical ailments that may be exacerbated by general physical work.
- Commit to a particular task, event or series of events when asked
- Arrive on time and make sure you inform the relevant employee or trustee if you are going to be late or absent
- Perform your agreed duties to the best of your ability so that our service users receive the best care and treatment possible
- Treat staff service users, other volunteers and service users with respect
- Help the organisation to work towards its aims and objectives
- Respect confidentiality
- Try to provide us with sufficient notice should you wish to stop or no longer be able to volunteer for Greenfingers.
- Provide feedback to the team leader to enable us to improve the volunteering experience where possible.
- Raise any concerns you may have regarding individuals or operations to the team leader

**A copy of the Basingstoke Mencap Volunteering Policy will be provided to you. Please acquaint yourself with the**