

Basingstoke Mencap **Role Description for Volunteers**

Title: On Site Gardening 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:

- Completing essential gardening duties as required at our Greenfingers site and ensuring the site is kept tidy
- You will report to and be supported by the Charity Manager onsite with whom you will have weekly briefings to ensure you are aware of what you will be working on each day and agree realistic timescales to complete projects

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.
- Harvesting Produce

Targets or Measurements of Performance

- 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 and times to be agreed with the Charity Manager. 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

- A keen interest in gardening
- Experience and knowledge of using a range of gardening tools
- Friendly, flexible, reliable, with a sense of humour
- Supportive, enthusiastic, honest and committed
- Able to develop good working relationships and communicate effectively
- Able to work safely and to not endanger yourself or others, following health and safety requirements to maintain a hazard free working environment
- A commitment to the aims and principles of the organisation, including a commitment to confidentiality and maintaining professional boundaries
- An interest in Learning Development but not essential

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
- Commit to a particular task, event or series of events when asked
- Arrive on time and make sure you inform the Charity Manager if you are going to be late or absent
- Perform your agreed duties to the best of your ability
- Treat staff, 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 the organisation
- Provide feedback to the Charity Manager to enable us to improve the volunteering experience where possible.
- Raise any concerns you may have to the Charity Manager

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