

JOB DESCRIPTION

JOB TITLE:	Maintenance Gardener
DEPARTMENT:	Home Support Worcestershire
RESPONSIBLE TO:	Home Support Team leader
LOCATION:	Community Based
HOURS:	Casual (see note below)
SALARY:	£11.44 per hour

Flexible hours are available as and when clients require the service. Our operating hours are Monday to Friday 9.00am to 5.00pm.

We cannot guarantee a set number of hours when you start employment, however, we will work towards building your client base on the number of hours you require. In turn, we ask that you are able to commit to around 10 hours per week.

JOB PURPOSE AND ROLE:

- To deliver a high-quality garden maintenance service for older people across Worcestershire. The service is designed to help older people look after their gardens by providing a practical service which enables them to maintain a safe environment and support to retain their independence.
- Tasks which are included in the gardening service are mowing lawns and cutting the hedges, cutting back shrubs, painting sheds/fence's and generally providing a garden maintenance service that takes the worry out of keeping a garden tidy for our clients.
- Our gardeners are reliable and trustworthy and generally work alone, using their own initiative to provide a service that suits our client.

* An Enhanced DBS Check will be required

* The role requires travel throughout the operation area and, therefore, a full driving licence and access to a vehicle for work purposes with appropriate business insurance is a requirement.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

- To provide flexible support to clients
- To undertake risk assessments and other safety and security checks as required.
- To maintain equipment, arrange storage, security and maintenance of equipment as appropriate.
- Operate and maintain a variety of gardening tools/ electrical equipment supplied by Age UK H&W in accordance with the manufacturer's recommendations or operate clients gardening tools/ electrical equipment in line with Age UK's H&W risk assessment.
- To complete or assist with tasks as requested by the client in the allocated time
- To adhere to policies and procedures as detailed in the Gardening Handbook
- To handle client monies in line with procedures
- To maintain the trust and confidence of the client within the Help at Home ethos of caring and safeguarding the client
- To alert the Home Support Team Leaders of any safeguarding issues
- To be aware of and follow the guidelines set out in the Age UK Herefordshire & Worcestershire Vulnerable Adults Policy
- To report all compliments/complaints to the Help at Home Team Leader
- To follow confidentiality and GDPR outlined in policies and procedures.
- To ensure timesheets are completed in an accurate and timely manner, informing the office of any missed visits or cancellations
- To attend training courses, staff and team meetings
- To carry out any reasonable requests from Age UK H&W

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

GENERAL:

- To undertake other such responsibilities and duties as may be required by your line manager within the level and grading of the post, working flexibly as required.
- To work collaboratively with others in achieving the aims and objectives of Age UK Herefordshire & Worcestershire set out in the Organisational Strategic Plan.
- To positively promote and publicise the work of Age UK H&W.
- To work within the policies Procedures and quality frameworks adopted by Age UK Herefordshire and Worcestershire with particular attention to equal opportunities, data protection/confidentiality, safeguarding and health and safety requirements.
- To work in accordance with GDPR, Safeguarding, best practice and quality frameworks.
- To take responsibility for own personal development and learning, undertaking training as required.

- To participate in relevant audits and continuous improvement programmes, to ensure service delivery is maintained in line with internal and external standards.
- To participate in the supervision and appraisal systems adopted by the Organisation.
- To undertake relevant training as required by the organisation and agreed with your line manager.

VALUES:

All post holders are expected to know, understand and act within the ethics and values of the Charity.

- We are friendly
- We work together
- We make a difference
- We are always learning
- We are flexible

PERSON SPECIFICATION

The following criteria will be assessed from information provided on your application documents, during the shortlisting and assessment process

<p>Experience:</p> <ul style="list-style-type: none"> • Experience of basic garden Maintenance
<p>Knowledge:</p> <ul style="list-style-type: none"> • An understanding of the issues affecting older people in Herefordshire and Worcestershire.
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent communicator, both oral and written, with strong interpersonal skills. • Good working knowledge of using Microsoft Office (Word, Outlook, Teams) and the internet • Ability to work effectively with other teams and to understand their priorities.
<p>Education and Training:</p> <ul style="list-style-type: none"> • GCSE or equivalent (required)