

## **Volunteer Role Outline GARDENING VOLUNTEER**

### **The role involves:**

- Assisting in the on-going maintenance of our garden at House on the Hill, Sunderland Road, Felling.
- Having an interest and knowledge of basic horticulture.
- Liaising with the project co-ordinator during office hours and other gardener's regarding future allotment, landscaping, planting, ongoing maintenance.
- To research in to what is required for forthcoming activities and discuss with the project coordinator.
- Developing a good relationship with other volunteers.
- Looking at ways to improve the gardens with a budget in mind.
- Providing a positive and fun experience for the volunteers and clients visiting the hall.

### **The role will also require you:**

- To adhere to the relevant policies and procedures of Age UK Gateshead particularly in relation to guidance regarding, health and safety, confidentiality, and the safeguarding of vulnerable adults.
- To undertake organisation induction and appropriate role based training.
- Assist by helping to raise awareness about the project and promote our organisation.
- Attend volunteer supervision meetings.

### **The skills required for this role are:**

- Motivated and Reliable
- Excellent communication and listening skills
- Sense of humour
- Creativity

**Suggested hours:**

To be discussed with project coordinator, Sharon Dryden

**Location:**

House on the Hill, Sunderland Road, Felling, NE10 9LR.

**Expenses:**

Age UK Gateshead will repay any agreed expenses such as bus fares, on production of receipts for all of our volunteers. We agree to pay 40p per mile towards the cost of mileage, this will be paid on a monthly basis for all authorised journeys undertaken by car.