

Age UK Hertfordshire
Job Description

Job Title	Gardener
Department	Gardening/Handypeople
Location	Various locations throughout Hertfordshire
Hours	Casual hours to be worked weekdays
Salary	£12.95 per hour
Reports to	Gardening and Handyperson Service Manager

Scope:

Age UK Hertfordshire is an independent charitable organisation, which observes the values, principles, standards and good practice of the Age UK Federation; and consequently has been granted a license to use the well-known name, Age UK Hertfordshire (AUKH), which is respected throughout the county.

Our mission is quite simply to ***“improve the lives of older people in Hertfordshire”***, and work to ensure that older people in Hertfordshire are valued, able to live well and retain their independence throughout later life.

We provide detailed information about our organisation and the range of services we provide on our website www.ageuk.org.uk/hertfordshire

Main purpose of the post:

To provide garden maintenance support for our clients throughout the year, including basic tasks such as mowing, strimming, hedge cutting and general tidying of garden areas.

We welcome caring and reliable individuals who are passionate about supporting older people in their communities. Some familiarity with basic garden maintenance is desirable as is some horticultural knowledge, but we value personal qualities above technical expertise.

You should be naturally empathetic and patient, with excellent communication skills and a genuine understanding of the needs and concerns of older people. Living in or close to the specific localities listed is essential.

Responsibilities/ Duties / tasks

- Complete garden maintenance work to a competent standard as requested by clients
- Conduct health and safety assessments before starting work and report hazards to the Service Manager
- Provide accurate time and material estimates to meet client expectations
- Maintain basic records of completed work
- Contribute to service monitoring, evaluation and improvement suggestions
- Show empathy and understanding toward older clients, offering support and encouraging their independence
- Attend required team meetings and training sessions
- Refer clients to other Age UK Hertfordshire services through the Service Manager when appropriate
- Follow all Age UK Hertfordshire policies and procedures, including Health and Safety requirements
- Undertake additional duties as assigned by line manager within role capability.

Additional Information

Confidentiality: Attention is drawn to the confidential aspects of this job and personal responsibility and liability under the Data Protection Act 2018. Matters of a confidential nature, including information relating to clients or staff, must not under any circumstances be divulged to any unauthorised person.

Health & Safety: The post holder is required to take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work and to ensure that statutory regulations, policies and codes of practice and departmental safety rules are adhered to.

Equality & Diversity Policy Statement: We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We celebrate the diversity of society and are striving to promote and reflect that diversity within this organisation.

DBS: Enhanced DBS Required

APPOINTMENT OF THIS POSITION IS SUBJECT TO SATISFACTORY REFERENCES.