

# Volunteer Role Description

<b>Title:</b>	
<b>Overall purpose of role</b>	To maintain and tidy the vegetable plots and flowerbeds at Townfield Community Centre.
<b>Outline of activities</b>	<ul style="list-style-type: none"> <li>To undertake light pruning, weeding and planting when necessary.</li> <li>To ensure flowerbeds and vegetable plots are kept neat, tidy and in good condition.</li> <li>To work within the guidelines of health &amp; safety in the workplace.</li> <li>To inform the co-ordinator of any defective equipment and tools immediately.</li> </ul>
<b>Personal qualities and experience</b>	<ul style="list-style-type: none"> <li>Have some experience and knowledge of gardening.</li> <li>Have good communication and listening skills</li> <li>Are reasonably fit and willing to work out of doors in all weathers.</li> <li>Have a positive, organised and flexible approach to work.</li> </ul>
<b>A commitment to the role</b>	<ul style="list-style-type: none"> <li>We would like all volunteers who join Age UK Hillingdon to join with the intention of staying for at least 6 months</li> <li>Attend an annual review meeting with your line manager</li> <li>Attend occasional training relevant to this role</li> <li>Must to have an up to date tetanus vaccination</li> <li>You will not undertake any form of employment (whether paid or unpaid) for any person (including Age UK Hillingdon clients) that you have met as a result of carrying out your duties. Furthermore, you will refrain from contacting any person (including Age UK clients) that you have met as a result of carrying out your duties, nor will you provide such persons with the means of contacting you directly outside the formal means within the service.</li> </ul>
<b>What can you expect from volunteering at Age UK Hillingdon</b>	<ul style="list-style-type: none"> <li>Clearly defined voluntary role within the organisation.</li> <li>Provide induction, information and training to enable you to carry out your role effectively.</li> <li>Support your development within the role and your personal development by offering appropriate induction, training and feedback opportunities.</li> <li>Provide you with the policies, procedures and standards of the organisation in relation to volunteers.</li> <li>Provide an accessible complaints procedure.</li> <li>Provide references where needed after 6 months volunteering</li> <li>Out of pocket expenses</li> </ul>
<b>Still interested?</b>	Please contact Kelly Lord on 0208 756 3062 or e-mail <a href="mailto:volunteering@ageukhillingdon.org.uk">volunteering@ageukhillingdon.org.uk</a> for further details

***This role outline is binding in honors only, and is not intended to be legally binding***

**Age UK Hillingdon is committed to safeguarding and promoting the welfare of all older people and children within the London Borough of Hillingdon**