

## Gardener

### About the organisation

Age UK Lincoln and South Lincolnshire is an independent local charity, part of the Age UK brand partnership. We are a fast paced, forward thinking and friendly organisation, supporting more than 5000 people every week. Based at our activity centre on Park Street in Lincoln, we support clients right across the county through activities, social groups and the many services we provide.

Our vision – **a world where older people flourish** – is delivered in the pursuit of our strategic priorities and values:

To improve the lives of older people

Caring & Understanding

To increase our organisation's financial sustainability and contribution to the local economy

Dedicated & Passionate

To be leaders in providing high quality services and achieve customer excellence

Dignity & Respect

To be a partner of choice

Independence

To be an employer of choice for staff and volunteers

Compassionate

We employ more than 260 people in 19 different departments who are supported by more than 150 volunteers. As we continue to grow as an organisation, we are looking for the right people to join us. If you're motivated by our vision, believe in our strategic priorities and embody our values in everything you do, why not apply for a role at Age UK Lincoln & South Lincolnshire.

### Our recruitment and selection process

All candidates are required to complete our [application form](#) to ensure a fair and consistent process; CVs will not be accepted.

The questions we ask are designed to capture the key information about your employment history and the skills and qualifications you have gained whilst at work or in education. We encourage applicants to use the job description and person specification when completing their application to demonstrate they understand the role for which they are applying.

Applications are sent to the hiring managers for short listing once the job advert has closed. In some cases, your application may be sent before the closing date if a sufficient number of applications are received.

We are unable to provide feedback on any application received by the organisation.

## Job Description

<b>Job title:</b>	Gardener
<b>Department:</b>	Support Services
<b>Location:</b>	Across Lincolnshire
<b>Hours of work:</b>	Between our core hours of 08:30 and 16:00
<b>Contract:</b>	Zero-hours
<b>Responsible to:</b>	Support Services Coordinator
<b>Job purpose:</b>	<p>To carry out garden maintenance to Age UK Lincoln &amp; South Lincolnshire's customers. To ensure an efficient, courteous and high standard of gardening. To uphold Age UK Lincoln &amp; South Lincolnshire's policies and procedures at all times and treat all customer's information as confidential.</p> <p>You will be mainly working on your own and taking responsibility for your own personal safety and others around you; ensuring compliance with Age UK Lincoln &amp; South Lincolnshire's Health &amp; Safety policy and procedures.</p> <p>You will be required to use the service user's tools and clean their equipment. This job potentially involves working with persons at risk.</p>

### Key Responsibilities:

- Maintain regular contact with the Support Service office staff to update on changes to client visits, issues and concerns (such as Safeguarding) or any change required to the service being provided.
- Grass cutting & strimming of grassed areas.
- Weeding and tidying borders.
- Planting and pruning.
- Hedge trimming.
- Leaf collection.
- Cleaning of wheelie bins.
- Sweeping of paths.
- Leaning of paving and patio, power washing.
- Cleaning of service user's tools & equipment after use.
- Placing garden waste in service user's garden bin or compost area.
- Keeping the office informed of re-arranged visits.
- Self-management including diary management.
- Responsibility for timesheets and recording hours worked.
- Respecting confidentiality.
- Exercise proper care in handling and operating equipment.
- Adhering to Age UK Lincoln & South Lincolnshire's policies & procedures.
- Carry out all other duties as deemed reasonably appropriate by your Line Manager.

## Person Specification

E	Essential	D	Desirable	A	Application	I	Interview
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### Experience

Experience of undertaking a range of garden services and maintenance tasks	E	A/I
Ability to work to time constraints	E	A/I
Experience of following Lone Working Procedures	D	A/I
Ability to demonstrate experience of self-management	E	A/I
Some experience of using digital apps via a smart phone	E	A/I
Supporting a person at risk with independence, either personal or profession level	D	A/I

### Knowledge

Understanding the importance and commitment to confidentiality	E	A/I
Awareness of the functions of Age UK Lincoln & South Lincolnshire's Services and Support	E	A/I
Understanding and appreciation of the needs of a person at risk	D	A/I

### Education & Qualifications

Competent in completing administrative tasks	E	A/I
Certification in the following: Basic First Aid – Manual Handling	D	A/I

### Personal Qualities

Caring and compassionate	E	I
Reliable and good time management skills	E	I
Energetic and self-confident with a flexible and 'can-do' attitude	E	I
Communicate effectively, having the ability to understand and be understood – verbally and written	E	A/I
100% committed to helping improve the lives of person's at risk	E	A/I
Ability to perform the duties required; safely and to a high standard	E	A/I
Willingness to take personal responsibility for standard of work	E	A/I
Willingness to attend training as appropriate to the role	E	A/I

## Additional Information

### This job role is a zero-hour contract – What is a zero-hour contract?

A zero hours contract means you have no set or standard working hours or times. We cannot guarantee you a set number of hours per week. However, we will aim to build up your hours over time until you reach your desired hours, although we cannot guarantee how long this will take. We will try to offer holiday and sickness cover to top up your hours.

### Using your car

It is a desirable requirement to have a full UK driving licence with access to your own car. If you wish to use your vehicle in connection with this role, you must provide your driving licence, proof of vehicle insurance with business use and the make, model and colour of your vehicle.

### Mileage

We do not pay mileage for you to travel to and from clients.

### Probation Period

All employees are subject to a six-month probationary period.

### DBS (Disclosure & Barring Service)

This post requires a standard DBS check.

## Conditions of Employment

- Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof of identity)
- A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents> to find out what documents we can accept as proof of identity)

To find out more about this role please email [HR@ageuklsl.org.uk](mailto:HR@ageuklsl.org.uk) or call 0345 556 4144 and ask to speak to a member of the HR team.