Job Description

Job Title: Hands 2 Help Gardener

Reports to: Community Services Co-ordinator

Location: Swale Regions of Sittingbourne and Faversham

Job Description:

Job Purpose
To undertake a range of gardening tasks, maintaining the gardens to a highest possible standard and making improvements where possible to help our clients to feel comfortable and safe in and around their own home.

Budget Responsibilities

To work within the organisations delegated authorities for expenditure and follow the guidance of the organisations financial policies relating to cash handling and finance administration.

Key Responsibilities

- General gardening e.g. mowing, grass cutting, patio/gutter cleaning, edging, strimming, weeding, pruning, hedge cutting, planting.
- To establish and building good close relationships with clients whilst maintaining a flexible approach to the service provided.
- Able to work independently as well as working as a team.
- You will be provided with a rota of clients that you will attend to on a weekly/fortnight or monthly basis. You are required to maintain basic records such as weekly hours worked.
- Client focused, organised, good time management, punctual and reliable.

- To report to the Supervisor, Gardener Maintenance any concern for the well-being of the service user, alerting him/her to any urgent/serious problems.
- To be flexible to the service user's wishes as to how the work is carried out.
- To work to high standards consistently.
- To adhere to the principle of confidentiality.
- To adhere to the advice set out in the Lone Worker Policy.
- To keep the Supervisor, Gardening Maintenance up to date with any changes to your working hours.
- To attend supervision, appraisal and staff meetings as required.
- To attend and participate in training programs.

The areas covered in the Job Description are intended to provide an overall context to the role, and is not designed to be an exhaustive list of tasks.

Communication and working relationships

Internal

- Group Chief Executive.
- Chief Operations Officer
- Board of Trustees.
- Community Services Co-ordinator
- Gardener/ Handy Person team
- Administration staff.
- Service Users and Families.

External

- Age UK Organisations.

Performance Review

Personal Performance will be assessed annually.

Personal development plan or training will be agreed with the Group CEO.

General

All employees are subject to the requirements of the Health and Safety at Work Act. The post holder is required to ensure, as an employee that their work methods do not endanger themselves or others.

All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of Service Users, Staff information and records at all times.

All employees must comply with the organisations Equality and Diversity Policy.

Age UK Kent Rivers aims to maintain the goodwill and confidence of its own staff, Service Users and the public. To achieve this objective, it is essential that employees carry out their duties in a professional, courteous and empathetic manner.

Age UK Kent Rivers maintains the right to amend the Job Description in consultation with the post holder. Any agreed changes will be notified in writing.

Personal Specification

- Demonstrate a minimum of 5 years' experience in gardening.
- Exhibit excellent time management skills and self-direction.
- Showcase exceptional customer service abilities.
- Hold a valid UK Driving Licence and access to own vehicle.