

GARDENING OPERATIVE

Job Description

Job title:	Gardener
Locations Available:	Bromsgrove, Redditch, or Wyre Forest area
Responsible to:	'At Home' Coordinator
Hours of Work:	Zero Hr Contract
Salary:	£12.21 ph. & Travel allowance
Start date:	As soon as possible

JOB PURPOSE AND ROLE:

To deliver a high-quality gardening service to support older people across Bromsgrove, Redditch, and Wyre Forest. The service provides practical help to enable older people to remain safely and comfortably in their own homes for as long as possible.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

1. **To carry out gardening services** as allocated by the Coordinator, ensuring tasks are completed to a high standard.
2. **To undertake risk assessments** and other safety/security checks as required. This will help ensure the safety of both the gardener and the client during service delivery.
3. **To operate the service within Age UK Bromsgrove, Redditch, and Wyre Forest's principles and practices.** Respond to enquiries via phone, email, or postal referrals, as directed and allocated by the Coordinator.
4. **Undertake a range of garden maintenance tasks**, including lawn cutting, weeding, and small hedge cutting.
5. **Operate and maintain** a variety of self-owned gardening and DIY electrical equipment/tools, in accordance with the manufacturer's guidelines.
6. **Assist the Coordinator** with client surveys and other quality assurance processes as required by the organisation to ensure consistent service delivery.
7. **Keep accurate electronic/manual records** of work completed and pass them on to the Coordinator. Always ensuring personal data security.
8. **Undertake other duties** as required, commensurate with your skills and the organisation's needs.
9. **Be empathetic and understanding** towards the needs of older people, offering support and encouragement to help them stay active and independent.
10. **Maintain accurate work records**, including time sheets, and ensure they are submitted on time to the office. Notify the office of any missed visits or scheduling issues.

OTHER INFORMATION

- **Equal Opportunities:** Age UK Bromsgrove, Redditch, and Wyre Forest is committed to equal opportunities in both principle and practice.
- **Organisational Commitment:** All staff will work collaboratively to pursue the aims of the organisation as outlined in its strategic plan.
- **Policies and Procedures:** Staff are expected to adhere to the policies and guidelines of the organisation, which can be found in the Staff Handbook.
- **Supervision and Appraisals:** All staff will participate in the supervision and appraisal systems as adopted by the organisation.
- **Training and Development:** Age UK Bromsgrove, Redditch, and Wyre Forest is committed to staff and organisational development. We will identify training needs and expect all staff to engage in relevant training.
- **DBS Check:** Successful applicants will be required to undergo a Disclosure and Barring Service (DBS) check.