

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Casual Gardener
Reporting to (Job Title):	Handyperson Team Leader
Grade:	£14.26 per hour
Hours of Work:	Casual – as and when required
Place of Work:	Countywide
Purpose of Role:	To carry out gardening tasks for older people to help them maintain a safe environment and retain independence, and to support the Handyperson Team of staff and volunteers.

Employment subject to Enhanced Disclosure & Barring Service (DBS) check

Main Tasks:

- To complete lawn mowing and edging, hedge cutting, weeding and garden maintenance.
- A willingness to spread useful information and sound advice.
- To carry out other small DIY-type jobs if necessary.
- To notify the Team Leader if the client requires other Age UK Northamptonshire services.
- To complete necessary paperwork as required by the Team Leader.
- To undertake any training as deemed necessary.
- To observe Health & Safety regulations and be aware of risk assessments and utilise any safety equipment provided.
- To wear appropriate work wear and carry ID at all times.
- Other duties as requested by the line manager.

The tasks and responsibilities shown above are not exhaustive, and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review, and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

Person Specification

<p>Education, Training and Competence</p> <ul style="list-style-type: none"> • Proven gardening skills. • Ability to manage own time and complete tasks in an efficient manner . • Willing to undertake additional training in order to complete Home Fire Safety Checks and Home Energy Checks for clients, if necessary. • Ability to complete tasks in a clean and tidy manner. 	<p>E E E E</p>
<p>Team Effectiveness</p> <ul style="list-style-type: none"> • Able and willing to work alongside and support colleagues when required. 	<p>E</p>
<p>Customer Focus</p> <ul style="list-style-type: none"> • Experience of working with older people. 	<p>D</p>
<p>Communication</p> <ul style="list-style-type: none"> • Able to demonstrate respect for elderly and vulnerable clients. • To contact client to arrange work to be carried out within 2 days of receiving referral. • Able to demonstrate reassuring nature when dealing with nervous clients. • To be an excellent ambassador for Age UK Northamptonshire and all its services whilst out and about in the community. 	<p>E E E</p>
<p>Leading and Initiative</p> <ul style="list-style-type: none"> • Ability to work by alone and on own initiative, knowing when to seek help if appropriate 	<p>E</p>
<p>Other</p> <ul style="list-style-type: none"> • Car owner / Driver • Must have your own tools such as strimmer, lawnmower, hedge trimmers etc 	<p>E</p>
<p>Prepared By: Su Brazell, Service Manager and Handyperson Team Leader</p>	<p>Date: 31st March 2021</p>
<p>Authorised By:</p>	<p>Date:</p>