

VOLUNTEER OPPORTUNITY ROLE AND PERSON SPECIFICATION

Marion Centre Garden Maintenance Volunteer

Thank you for your interest in volunteering with Age UK Norwich. Volunteering is an amazing way to give something back to your local community whilst learning new skills and meeting new people.

This document outlines the key aspects of this volunteer role, its duties and the skills and experience we look for. All volunteers are subject to a **Disclosure and Barring Service (DBS)** check.

About the role

Due to our Marion Day Care Centre being closed during the pandemic we are looking for someone to help us get the Centre's garden back into tip top condition so that visitors to the centre can enjoy the calming effect of being in a secure and safe garden, plus to gain that benefit of being able to be outdoors again and enjoying the great British Summer... weather permitting of course!

Objectives

You will be responsible for maintaining all the garden areas at the Marion Day Care Centre, and ensuring that they remain accessible and useable for clients, staff and volunteers. You will be required to adhere to the relevant Age UK Norwich policies and procedures, such as Health and Safety, and the charity's current Covid guidelines

Person Specification

The table below outlines the skills and background that would suit this opportunity.

Essential	Desirable
Keen Interest in gardening.	Previous gardening maintenance or landscaping experience.
Reliable, able to work on own initiative and problem solve.	Previous experience of working with or volunteering with older people or those living with dementia
Good communication and active listening skills.	
To work according to Age UK Norwich guidelines, standards, policies and procedures.	Knowledge of Health and Safety, Data Protection and Confidentiality and Adult Safeguarding.
To be able to work closely with the Day Care Manager on creating a useable outdoor space for staff, clients and volunteers.	Have own transportation to be able to get to the Centre

Primary Contact

The Day Care Manager is the primary day-to-day contact. You will also work closely with the Community Carer Support.

Training

- Volunteers are required to attend an Age UK Norwich Induction, prior to the start date of a placement. This will be delivered by the Volunteer Coordinator.
- Volunteers are required to attend a Role Induction session, covering specific requirements, health and safety, policies and procedures for the role. This will be delivered by the Day Care Manager.
- Whilst supporting us as a volunteer, refresher training may be required to keep up to date with best practice and/or Age UK Norwich policies and procedures.
- Gardening equipment and PPE will be provided by the Centre. Training will be provided on any specialist equipment.
- Dementia awareness training facilitated by Community Carer Support and Day Care Manager

Role Boundaries

Volunteers are not required to undertake any fundraising activity.

Volunteers are not required to undertake any caring duties.

Time Commitment

Volunteers must be available for 2-3 hours fortnight, for a minimum of a 16 week period. Time can be arranged with the manager at Marion Road Centre, NR1 4BN.

Age Restrictions

Volunteers must be over the age of 18 years old for this service.

Location

Marion Centre, Marion Road, NR1 4BN

Expenses

This role is voluntary, therefore no reimbursement will be made for any time given to support this activity.

Travel costs and any service related expenditure incurred on behalf of the charity will be reimbursed. These must be pre-approved and claimed in accordance to the Age UK Norwich Expenses Procedure.

How to apply:

Apply online here: [Marion Centre Gardening Maintenance Volunteer](#)

Or please contact us on 01603 496333 for an application form