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| **JOB TITLE:** | **Dig n Grow Team Leader** |
| **REPORTING TO:** | Oxfordshire Community Opportunities Operations Manager |
| **RESPONSIBLE FOR:** | Support Workers and Volunteers |
| **HOURS:** | 37.5 per week – Monday to Friday |
| **SALARY:** | £25,389.00 |
| **CONTRACT TYPE:** | Permanent |
| **LOCATION:** | Witney |
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**ABOUT GUIDEPOSTS TRUST**

Guideposts is a UK based charity working with people in local communities to help them access the support, opportunities, and skills they need to overcome social challenges, improve their wellbeing and change their lives.

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose, and occupation. We love what we do, and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.

**PURPOSE OF ROLE**

Manage the day to day running of the horticultural gardening and wellbeing service, providing high quality and person-centred support to enable individuals to pursue gardening and wellbeing-based activities in a safe environment.

**KEY REPONSIBILITIES**

**Service user and staff**

* Plan and co-ordinate suitable activities according to seasons, service users’ interest and abilities, and ensure staffing levels are correct for service users’ needs.
* Deliver high quality and person-centred care to service users, leading by example.
* Arrange and lead team meetings.
* Work with the wider leadership team to see that Health and Safety requirements are met within the project, updating risk assessments on service users, use of equipment and all activities as required.
* Maintain service user records updating with activities undertaken and any outcomes. Ensure accurate and timely records are kept of attendance on the project. (eg Civi)
* Maintain staff team records.
* Promote positive and effective communication within the team.
* Liaise with carers, families and other health professionals as required.
* Contribute to service development and growth by developing partnerships within the community.
* Assist with new staff and volunteer recruitment.

**Gardening**

* Plan the seasonal growth and development of plants, seeds, and vegetables across the site.

**KEY ACCOUNTABILITIES**

* Have a clear overview of the needs of all individuals supported by the service.
* Assess suitability of new referrals and integrate into the project where appropriate.
* Take overall responsibility for Health and Safety of all service users and staff across the site including maintenance of equipment.
* Promote the service internally and externally.
* Budget responsibility for the project
* Supervise, appraise, and develop staff and volunteer team.

**KEY COMPETENCIES**

* Knowledgeable and experienced in gardening/horticulture.
* Experience of working with to adults with additional needs
* Good communicator at all levels
* Able to handle challenging situations.
* Takes initiative and is enthusiastic.
* A good problem solver
* Able to interpret information and draw conclusions.
* Good line management skills
* Basic financial and budgeting skills
* Excellent interpersonal skills

**EXPERIENCE, SKILLS, AND PERSONAL REQUIREMENTS** (*Person specification)*)

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **MEASURED BY**  **A – APPLICATION**  **I -INTERVIEW** |
| DBS | √ |  |  |
| IT Literate | √ |  |  |
| Finance and budgeting skills |  |  | √ |
| RHS general/ level 2 or equivalent in horticulture |  |  | √ |
| QCF/NVQ Health and Social Care |  |  | √ |

**OTHER DETAILS**

All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.

All staff have a responsibility to look after the Health and Safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.

Guideposts is an Equal Opportunities employer.

This job description is not exhaustive but is provided to assist the post holder to know and understand the main duties of their role.  Responsibilities may be subject to review and may be varied in emphasis depending on operational requirements.  It may be amended from time to time in discussion with the post holder.