# MIND_Bath.jpg

# Job Description

**Job Title:** Horticultural Services Manager (Greenlinks)

**Reports to:** Wellbeing Services Manager

**Hours:** 25 per week

**General Responsibilities**

1. To work within Bath Mind's vision, mission and values, developing and complying with policies and procedures.
2. To facilitate and develop evolving Greenlinks gardening groups and linked activities for people who seek support to manage and improve their wellbeing.
3. To work with staff, participants and volunteers to provide a service that is responsive to the needs of a wider community.
4. To work with the University of Bath and other organisations in delivering horticultural services on a weekly basis during University term time
5. To support people who attend the service to achieve their full potential as individuals and as a group.
6. To supervise and appraise staff and volunteers attached to Greenlinks, offering guidance and development opportunities.
7. To increase and diversify the number of people gaining support from Greenlinks by promoting the service widely, including a presence at events such as World Mental Health day and use of social media.
8. To record relevant information and statistics required to measure progress against outcomes set by funders
9. To be familiar with all records and maintain same
10. To develop and maintain good working relationships with other Bath Mind services and external agencies, signposting clients and working collaboratively to improve service provision.
11. To promote and support volunteering within Bath Mind's social enterprise schemes and progression to other volunteering opportunities or employment.

**Communication Responsibilities**

1. To adopt a team approach and be a proactive team member
2. To be non-judgemental and empathetic
3. To adhere to the policy of confidentiality and sharing of information
4. To be non-discriminatory
5. To promote positive perceptions of Bath Mind at all times
6. To liaise with users of Bath Mind services as required
7. To develop a professional and mutually respectful rapport with participants and volunteers, where there is a boundaries relationship of working together.
8. To maintain positive working relationships with other employees and volunteers of Bath Mind
9. To attend supervision, appraisal and team meetings
10. To attend training and relevant courses for professional development
11. To work in partnership with other providers of support groups, courses and activities, keeping abreast of current thinking.

**Specific Responsibilities**

1. Facilitate the Greenlinks gardening activities, working with staff, members, volunteers and external trainers to develop Greenlinks. Work with participants and enable them to progress towards becoming as peer led as possible.
2. Play an active role in leading the committee (representatives from Bath Mind, Virgin Care and Health Improvement teams) that meets regularly to plan, monitor and evaluate Greenlinks function, activities and strategy. Expand the committee to include participant representatives.
3. Facilitate regular Greenlinks participant meetings, supporting members and volunteers to lead the meetings, take notes, decide who is going to action any points raised and report back to the group.
4. Promote Greenlinks to health and social care professionals and other referral agencies e.g. social prescribers and Wellbeing navigators.
5. Review the participant welcome/induction process and health and safety updates every 6 months and instigate any changes.
6. Work with staff and volunteers to complete a documented health and safety risk assessment on each Greenlinks site every year.
7. Liaise with the Head of Services to work within an agreed budget.
8. Facilitate members to live in the community and work towards, achieve and maintain their definition of recovery, measured by outcomes.
9. Support and assist members to maintain and develop life skills and build resilience to mental ill health through learning, using the network of course providers across Bath & North East Somerset including the Wellbeing College and Adult Community Learning at Bath College.
10. To encourage, facilitate and signpost participants to the use of the resources in the community that meet their needs.
11. Assist the Head of Services in the development and delivery of new initiatives in relation to the progression of self-management and early intervention community services e.g. Men’s Sheds and other potential Greenlinks gardening sites.
12. Provide regular supervision, support and annual appraisal to volunteers and any Community Outreach Support Worker attached to Greenlinks.
13. With staff and volunteers, identify the needs and aspirations of each participant and provide guidance, support, signpost or arrange in house workshops to help them achieve their goals.
14. Develop and follow agreed procedures to ensure that health and safety, risk assessment and safeguarding processes are followed at all times.
15. With the participants, volunteers and staff reflect and report on the effectiveness of activities delivered and the gardening year. Review gardening and activity programme accordingly in conjunction with the members committee.
16. Ensure there is a Winter programme of work/activities or links with other groups so that participants are able to maintain their contact with Greenlinks and wellbeing outside of the gardening seasons.
17. Work with volunteers to increase the number of peer led sessions during the Spring/Summer at Monksdale Road allotment.
18. Liaise with the Food for Thought Manager to deliver monthly on site healthy eating workshops using the produce grown by participants.
19. Plan a rota to ensure that there is one member of staff or two trained volunteers at each Greenlinks session.
20. Encourage and support volunteers and participants to fundraise locally to support Greenlinks activities and contribute financially to cover some of the running costs.

**Hours of work**

1. 25 hours per week (Tuesday/Wednesday/Saturday)
2. Daily start and finish times can be flexible to suit personal needs and are negotiable.
3. 25 days holiday per year (pro rata) + Public and Bank Holidays.

**Salary**

 £   14.86 per hour



**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** |
| * Experience of overseeing and managing group work |  |
| * A good level of general education with IT literacy | * Good social media knowledge and understanding |
| * Good Horticultural knowledge and experience of community working in a gardening setting i.e. allotment, project or city farm | * Experience of mapping out the gardening year and participation and involvement in gardening or outdoor projects |
| * Horticultural experience and knowledge | * Horticultural qualification |
| * Ability to create and maintain documents and records of a good standard |  |
| * To be very organized with an ability to plan ahead and to monitor ongoing progress | * Experience of project reporting and providing feedback |
| * Substantial experience of working with mental health or support needs | * Good knowledge of Bath and North East Somerset |
| * Willingness to manage and supporting volunteers | * Previous experience of managing and supporting volunteers |
| * Competence and confidence in communicating with individuals in crisis | * Experience of responding positively/creatively to challenges and changes |
| * The ability to develop and work within good health and safety policy and practice | * Mental health first aid or basic mental health awareness training |
| * Commitment to and understanding of confidentiality, equality and diversity issues and protecting vulnerable adults andEquality and Diversity Policy |  |
| * A understanding of safeguarding | * A safeguarding certificate |
| * A clear understanding of confidentiality and person centered support |  |
| * Excellent communication and client focus skills, both written and verbal |  |
| * A willingness to gain a first aid certificate | * A current first aid certificate or |
| * A personal philosophy that is in tune with the vision and values of the charitable sector |  |
| * The ability to work flexibly |  |
| * A positive personality with the social and interpersonal skills to engage with others |  |
| * Reliable and self motivated with the ability to work on own initiative and a hands on approach |  |
| * Being sensitive to others and non judgmental |  |