# Job Specification

**JobTitle:** Greenlinks Group and Course Lead

**Salary:** £13,712 per annum

 £28,567 FTE

**Hours of work:** 18 hours (Monday, Tuesday and Wednesday)

**Contract type:** Permanent

**Reports to:** Deputy Well Being Manager

**Location:** Monksdale Road Allotment(Bath) and Ammerdown Walled

 Garden (Radstock)

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then, we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**About GreenLinks:**

At Greenlinks, we focus on welcoming people who are experiencing mental or physical health problems. We have two beautiful gardens where we offer people the opportunity to connect with nature, garden, grow food, have access to fresh produce and to socialise and improve general health and wellbeing.

**Overall Responsibilities**

This role is suitable for someone who is passionate about supporting adults and improving health and wellbeing through gardening related activities.

The Green Links coordinator will be responsible for planning and facilitating our weekly gardening group at our Ammerdown site.

The role will involve supporting our Monksdale service to deliver a range of gardening related sessions and short courses.

The role includes administrative duties such as gathering data for reports, processing new referrals, and carrying out risk assessments.

**Communication Responsibilities**

To adopt a team approach and be a proactive team member

To be non-judgemental and empathetic

To adhere to the policy of confidentiality and sharing of information

To be non-discriminatory

To promote positive perceptions of Bath Mind at all times

To liaise with users of Bath Mind services as required

To maintain positive working relationships with other employees and volunteers of Bath Mind

To attend supervision, appraisals and team meetings

To attend training and relevant courses for professional development

**Specific Responsibilities**

To work with participants to plant, grow and harvest vegetables and flowers

Ability to carry out gardening and manual work

To create a safe, friendly and welcoming environment for all

To plan and organise gardening sessions and lead on activities

To support and supervise a team of GreenLinks volunteers

To process new referrals and carry out risk assessments

To keep accurate records and contribute to monitoring the impact of the project

To encourage, facilitate and signpost participants to the use of the resources in the community that meet their needs

To assist the Greenlinks Manager and Deputy Well Being manager in any development and delivery of new initiatives

Provide regular supervision, support and appraisal to volunteers attached to Greenlinks

To follow agreed procedures to ensure that health and safety, risk assessment and safeguarding processes are followed at all times

To participate in the review of the services effectiveness and in the gardening and activity programme

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

Free online membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

**Our Inclusive Recruitment Commitment**

Bath Mind is committed to encouraging equality, diversity, and inclusion (EDI) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDI allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment in inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

**Lived experience**

Whilst we welcome lived experience and encourage our staff to look after their wellbeing, we are unable to recruit new employees who have used our services within the last 12 months in the best interests of staff and the people we support.

**Person Specification**

**Essential Criteria:**

* Good Horticultural knowledge.
* Understanding and substantial experience of working with people with lived experience of mental ill health or support needs.
* Experience of working in a group setting
* The capacity to use your initiative and work independently
* Strong organisational skills with an ability to plan ahead
* A good level of general education with I.T literacy
* Ability to create and maintain documents and records to a good standard
* Willingness to manage and support 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
* Commitment to and understanding of confidentiality, equality and diversity issues and protecting vulnerable adults and Equality and Diversity Policy
* An understanding of safeguarding
* Excellent communication and client focus skills, both written and verbal
* The ability to work flexibly
* Being sensitive to others and non-judgmental
* Current driving licence and access to a car

**Desirable Criteria:**

* A horticultural qualification
* Experience of community working in a gardening setting i.e., allotment, project or city farm
* Experience of project reporting and providing feedback
* Previous experience of managing and supporting volunteers
* A current first aid certificate