

# **Gardening Supervisor**

## **Job Description**

Flexible – hours will depend on workload but likely to be minimum 3 days per week

£12.50 per hour



### **Purpose of the job**

To provide a high standard gardening service to customers, whilst training and supporting teams of beneficiaries with learning differences and/or mental health needs – ensuring that quality standards and delivery deadlines are met; and beneficiaries receive coaching and support to develop their skills.

### **Lines of responsibility**

Directly responsible to the Chief Executive.

Responsible for supervising our beneficiaries.

### **Main duties**

- Carrying out routine gardening and grounds maintenance work, and, occasionally, specific project work, all to a high standard.
- Provide supervision, support, and guidance to beneficiaries to develop their skills and to deliver our services.
- Ensuring the work is carried out safely, and that all health & safety regulations applicable to the enterprise are met.
- Working with the Hextol CEO and the Gardening Supervisors to develop the business – developing new projects on existing sites and improving effectiveness.
- Carrying out routine administration as required.

## **Gardening Supervisor**

### **Person specification**

#### **Skills/qualities/values**

- Is enthusiastic, self-motivated, responsible, and able to work independently
- Has a positive, approachable, and encouraging manner and can create an enjoyable and safe working atmosphere
- Shows respect for everyone they work with, no matter their position
- Is a clear and confident communicator
- Has a flexible approach to the role
- Is able to work outdoors in all weathers
- Would represent us in a way that inspires confidence and trust
- Demonstrates professionalism in everything they do

- Has the ability to develop and nurture the skills of their beneficiaries
- Able to work to a plan
- Good customer service skills

## **Qualifications/experience**

### **ESSENTIAL:**

- Has horticultural knowledge and experience
- Gains a satisfactory DBS disclosure for working with vulnerable people
- Has a valid driving license

### **DESIRABLE:**

- Has a horticultural qualification
- Has worked or lived with people with a learning disability or poor mental health, but this is not essential as training will be given
- Has experience working as part of a team

## **Training and Support**

Part of this role requires supporting our volunteers during their shifts whilst gardening at customers' properties. It is important to note that previous experience working with people with learning difficulties and/or poor mental health is not essential, and training will be given. Our volunteers are carefully selected for their ability to be an asset to the team, usually consisting of 1- 3 volunteers.

Job share would be considered for this role.

## **Application Details**

Applications are only accepted on Hextol Foundation application forms which are available from [bruce.howorth@hextol.org.uk](mailto:bruce.howorth@hextol.org.uk) or 01434 605253

Please send completed application forms to [bruce.howorth@hextol.org.uk](mailto:bruce.howorth@hextol.org.uk) quoting reference: Gardening Supervisor Vacancy

Closing date for applications 12 noon 2 March but interviews may be held before the closing date if relevant applications are received.

Appointment will be subject to the receipt of satisfactory references and an enhanced DBS check