

MAIN DUTIES AND RESPONSIBILITIES

1. To provide support and enable participation in social and therapeutic activities for those service users attending sessions in the garden/s Growing Spaces and Day Care/Residential settings
2. To ensure effectiveness of the volunteers in The Therapy Garden project, through providing regular supervision, support and appropriate training in accordance with Badenoch and Strathspey Therapy Gardens' policies
3. To ensure effective team working
4. To manage the delegation of work with the volunteers
5. To ensure that Badenoch and Strathspey Therapy Gardens services are delivered in line with The Therapy Garden policies and procedures.
6. To ensure that services are planned as much as possible with people using services
7. To work with a range of partners to develop and deliver appropriate services which may include NHS, Highland Council or other voluntary sector organisations and the statutory sector.
8. To ensure effective evaluation and monitoring including data collection and case recording, using the most appropriate evaluation tool and assessment forms.
9. To ensure that The Therapy Garden is fulfilling the requirements of appropriate contracts with service user agencies
10. To represent The Therapy Garden at external meetings
11. To participate in regular supervision and appraisal
12. Any other duties as required

Person Specification

Knowledge and Experience

Desirable

1. A qualification in health, education, social care or any other relevant discipline.
2. Preferable experience of working in a horticultural setting.
3. Experience of working with people who have mental health, learning disabilities and dementia.
4. Some experience of supervising staff and/or volunteers.
5. Experience of training and presenting to a range of bodies.
6. Experience of evaluating and reporting your work.
7. Managing a project's budget, and submitting fundraising applications

Skills and Abilities

Essential

8. Ability to develop, encourage and support volunteers and service users ensure effective use of therapy sessions
9. Ability to communicate effectively, both verbally and in writing, with a range of professional staff, organisations and service users
10. Ability to plan and prioritise workload and manage a range of competing demands
11. To have excellent computer skills and be proficient using a variety digital tools. To have access to a computer and wifi.
- 12 .Demonstrate an understanding of giving and receiving supervision and support
13. Full clean UK Driving Licence, and access to a vehicle is a requirement for this post

Values

Essential

14. Membership of the Protecting Vulnerable Groups (PVG) is a requirement for this post
15. Able to value and respect people and to work in accordance with the Therapy Garden policies on equal opportunities and diversity policies.
16. Commitment to your own professional development

Circumstances

Essential

17. Able to work flexible sessions when required, to meet service requirements
18. Have or achieve a recognised First Aid qualification