

Horticultural Therapist St Mary's Secret Garden

Job Description

Job Title	Horticultural Therapist
Salary	£25,650 - £28,500 (pro rata rate £15,383 -£17,100) Depending on skills and experience
Responsible to:	CEO
Hours	3 days per week with some weekend and evening work required. Hours have potential to increase subject to funding.
Annual Leave	17 days (inclusive of bank holidays)
Location	St Mary's Secret Garden, 50 Pearson Street, London E2 8EL

Main purposes of the job:

To facilitate therapeutic placements for people with learning disabilities, mental ill health and long-term health conditions, and complex needs using social and therapeutic horticulture principles, currently held on Wednesdays and Thursdays.

To involve the diverse local community of Hackney and neighbouring boroughs in activities at St Mary's Secret Garden through participation in accredited training programmes, therapeutic groups, and volunteering activities with an emphasis on individuals and communities who may otherwise be excluded.

To use horticulture and other knowledge relating to growing and caring for plants, nature conservation, garden maintenance and landscaping to engage with people, encourage learning and promote health and wellbeing.

To promote the social care aspects of horticulture to community groups, local statutory services and individuals in the London borough of Hackney and beyond.

To work flexibly within our small team to support each other, to assist with the physical maintenance and general organisation of St Mary's Secret Garden ensuring that the garden is open and accessible to the wider local community.

To be proactive in the development of St Mary's Secret Garden as a resource for the local community.

Key Roles

1. People

- To develop and run therapeutic placements for the local community, especially people with learning disabilities, long term health conditions and mental ill health, autistic people and people with complex needs, founded on social and horticultural therapy as well as the 5 Ways to Wellbeing. This includes:
- Key working and Co-production with individuals.
 - Recruiting participants and taking responsibility for referrals, arranging taster sessions, initial assessments and creating individualised plans
 - Liaising with other agencies
 - Providing advocacy within the project
 - Listening to and supporting and contributing to management of volunteers and service users
 - Completing necessary paperwork to meet legal requirements, funding agreements and best practice
- Assessing progress with volunteers and people on therapeutic placements, arranging and conducting regular reviews.
- Being aware of the latest research and developments in therapeutic horticulture, horticultural training and related fields and incorporating them into work programmes.

2. Horticulture and Conservation

- Working with volunteers and service users on horticultural, gardening, conservation, garden maintenance and landscaping, and related types of activity.
- Ensuring the development of a tranquil and therapeutic garden space which can be enjoyed by all members of the community.
- Encouraging the development of attractive, inclusive and accessible green spaces within the local area to organic principles.
- Demonstrating appropriate level of physical fitness to work outside in all weathers.

3. Outreach and Promotion

- Promoting St Mary's Secret Garden and its full range of services.
- Welcoming visitors and those seeking information to the site and providing briefings and information as appropriate.
- Running or assisting with promotional displays, open days, special events and other occasions on and off site.
- Working within the staff team to involve the general public and corporate sector in the development of the garden where relevant.
- Attending local and national network meetings as appropriate to the development of the garden, our therapeutic placements and for the requirements of funding bodies.

4. Infrastructure, Project Administration and Development

- To work in co-operation with other staff, as a member of the St Mary's Secret Garden team.
- To carry out all of the duties within the spirit and detail of the policies and procedures of St Mary's Secret Garden including:
 - Safeguarding
 - Health and Safety
 - User involvement
 - Finance
 - Equal Opportunities
 - Volunteers
 - Children and Young people, Adults at risk
- To assist with volunteer management - to recruit, select, induct and supervise volunteers and service users according to appropriate policies.
- To participate in personal development and training activities to meet the competency standards as required by the post.
- To keep records and complete reports, monitoring and evaluation as required by funding bodies.
- To work within the budgets for the Garden and to keep budget records for projects as required by the funding bodies.
- To contribute to the general running of St Mary's Secret Garden, this includes:
 - Maintenance of buildings and gardens so that they remain clean, tidy, attractive and safe
 - Reviewing and maintaining tools and other equipment appropriate to meet the needs of the project

- Maintaining signage, accessibility and general design in the best interests of users, visitors, staff and volunteers
- Assist with the design and production of information for signage, websites, leaflets and media promotion
- Provide cover for fellow staff members where appropriate
- To contribute to the quality assurance process

Person Specification	Essential	Desirable
Experience of planning, delivering and leading gardening and horticultural therapy sessions with people with learning disabilities, mental ill health, long term health conditions and older people	x	
Horticulture qualification or equivalent practical experience of gardening, garden maintenance and food growing	x	
Knowledge and experience of supporting individuals including assessing, goal setting, and development planning (known as key working) and experience of behaviours that challenge	x	
Experience of project planning, management and monitoring	x	
Experience of managing busy and competing workloads within a team, working flexibly with the needs of the garden	x	
Communication skills including demonstrating energy, enthusiasm and a sense of fun	x	
IT and administration skills including office, email and social media	x	
Experience of plant nursery production and customer sales		x
Experience of planning and delivering gardening sessions for children and young people		x
Experience and knowledge of wellbeing and community initiatives in Hackney, including the 5 ways to wellbeing		x
Training / Assessor qualification		x
First aid training, safeguarding children and adults at risk training		x

The post holder could be asked to participate in any other duties as required given the nature of the garden and the overall functions of the role.

Successful appointment to the role will be subject to satisfactory references and will require a Disclosure and Barring Service (DBS) Check. We encourage staff to accept any vaccinations made available to them due to working with at risk groups.

*Please apply for this role by sending a **CV and covering letter in a Word doc** outlining how your skills and experience match our job description and person specification along with a completed equal opportunities form to **recruitment@stmarysgarden.org.uk**.*

*The deadline for applications is **17 November 11.30pm**, interviews are currently scheduled for **mid-late November**.*

Paula Yassine
CEO
St Mary's Secret Garden