

Job Description – Community Activities & Volunteering Lead

Reports to: Head of Services

Responsible for: Outreach & Development Worker; Volunteers.

Contract: Fixed term 3 years

Hours: Full time - 37.5 hours per week. Part time and flexible working applications also considered. Some regular working outside Monday-Friday 9-5 may be required, for which TOIL will be available.

Salary: £31,848 + 6% pension contribution

Annual Leave: 25 days plus 8 bank holidays pro rata

Based at: Sydenham Garden Resource Centre, SE23 2LW, De Frene Market Garden, SE26 4AB, with travel in London

Our Organisation

Sydenham Garden, based in Lewisham in South-East London, is a unique wellbeing centre utilising its gardens, nature reserve and activity rooms to help people living with and recovering from mental and physical ill-health. We provide nature and arts based creative, social and therapeutic activities for co-workers (the name we give to our primary beneficiaries). People are referred to us from community organisations and health professionals and we use an integrative approach where those with different degrees of mental and physical ill health come together with volunteers from the local community to reduce social exclusion and prejudice. Each year we work with on average 200-250 co-workers and over 60 volunteers.

Currently co-workers join a group in one of our projects (African Caribbean, Art & Craft, Garden, Growing Lives, m.u.d. (for young people aged 18-25) and Practical Organic Gardening for mental health referrals, and Sow & Grow, for dementia referrals. Our projects offer a 12-month placement in a weekly group, with m.u.d. offering open-ended placements up to the age of 25. We also deliver volunteer-led Clubs, community lunches and public fairs and festivals which involve our whole community. We have a positive impact on our co-workers' mental health and wellbeing by providing a supportive, inclusive and non-judgemental community, set in our beautiful green spaces.

Context

With 3-year funding from The National Lottery Community Fund to help us grow our community and increase the sustainability of our impact, we're excited to create this new post to lead and develop our Community Activities and Volunteering Programme at Sydenham Garden.

We recently developed a new strategic plan and this pivotal role will contribute, in particular to the following aims of:

- Increasing the number of co-workers we support.
- Improving our engagement with co-workers at the end of their therapeutic placement by offering a range of community activities.
- Increasing co-worker empowerment and voice by developing a supported pathway for co-workers to become volunteers.

- Improve our services by increasing the ethnic diversity and mental ill-health lived experience of our volunteers.

Our new Community Activities & Volunteering (CAV) Lead will build relationships with co-workers and volunteers across Sydenham Garden services. They will be responsible for gathering feedback and ideas from co-workers about how they want our community activities to develop and what support they need to play an active role in this. The CAV Lead will also work with volunteers and co-workers to develop a supported pathway for co-workers to become volunteers in our therapeutic groups and community activities.

Job Purpose:

- To lead continuous improvement and development of volunteer-led community activities for the benefit of co-workers.
- To manage the day to day running of our volunteer programme and lead on volunteer recruitment, training and development.
- Lead data collection and analysis to monitor impact of Community Activities and Volunteering Programme.

Key Responsibilities

Community Activities

- Manage delivery of our existing Community Activities (four Clubs and Community Lunches), including preparing resources and managing budgets
- Manage volunteers delivering Community Activities – including participating in sessions when appropriate, conducting debriefs with volunteers
- Develop and deliver new Community Activities in consultation with co-workers and volunteers.
- Explore and make recommendations for development of Community Activities, for example receiving external referrals to Clubs.

Staff & Volunteer Management

- Line manage the Outreach & Development Worker.
- Ensure all Sydenham Garden services and office functions are appropriately resourced with volunteers.
- Manage Sydenham Garden's existing Volunteer-led Clubs (Wild Walks, Gardening and Activities Clubs).
- Manage and strengthen Sydenham Garden volunteer processes for recruitment, induction, training, including delivering regular Volunteer Forums and reviews.
- Develop and implement plans to achieve our strategic ambitions to increase diversity and lived experience within our volunteer base.
- Develop and implement a supported pathway for co-workers to become volunteers.
- Facilitate involvement of co-workers and volunteers in community lunches.
- Support co-workers and volunteers to actively contribute to Sydenham Garden's public events.

Co-worker support

- Have oversight of the co-worker journey (referrals, intros, end of placement transitions etc).
- Working with the Outreach & Development Worker to further strengthen and develop the co-worker journey.

- Providing support and guidance to co-workers in the context of Clubs and end of placement transitions, assisting them to review their progress and identify their next steps.
- Ensure policies and procedures relating to the safeguarding of vulnerable adults are promoted and adhered to in accordance with best practice principles.
- Liaise with the Safeguarding Lead regarding co-worker concerns in Clubs.

Monitoring, evaluation and reporting

- Lead data collection and analysis to monitor impact of Community Activities and Volunteering Programme.
- Establish and implement systems for monitoring Community Activities outputs and outcomes.
- Ensure reporting deadlines are met and reports are to a high standard.

Budget management

- Manage budget for Community Activities & Volunteering Programme

Other

- Work within the policies and procedures of Sydenham Garden and in a way that meets legal, statutory and best practice requirements.
- Proactively seek and propose personal development opportunities and training.
- Provide cover for services delivery in the case of staff absence.
- Work to promote equality and diversity principles and practice.
- Work flexibly, including occasional evening and weekend work.
- Undertake any other duties as reasonably required

Person Specification

<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience of delivering group activities. • Experience of working with people with mental-ill health and/or Dementia. • Experience of recruiting, working with, and managing volunteers. • Experience of managing volunteer processes and procedures. <p>Desirable</p> <ul style="list-style-type: none"> • Co-designing projects with community members. • Developing and managing budgets. • Conducting community engagement activities. • Line management experience
<p>Skills/Attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> • Comfortable discussing mental health and providing supportive conversation with co-workers. • Good listening and communication skills. • Ability to demonstrate sensitivity, kindness, and a person-centred understanding of different mental, physical, and neurological needs. • Ability to work independently and as part of a team. • Ability to prioritise and manage time effectively.

	<ul style="list-style-type: none"> • Excellent IT skills and ability to use databases for effective project management, monitoring and evaluation purposes. • Flexibility and an ability to adapt to different tasks each week • Interest in the horticulture and/or nature, arts, crafts, cooking.
Knowledge and Understanding	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and understanding of working with people affected by mental ill-health and/or dementia. • Knowledge and understanding of Equity, Diversity and Inclusion (EDI) principles and how they apply in our setting. • Knowledge and understanding of statutory requirements and best practice in relation to safeguarding. <p>Desirable</p> <ul style="list-style-type: none"> • First Aid Trained
Additional requirements	The role requires an enhanced Disclosure and Barring Service (DBS) check.

Equity, Diversity and Inclusion

Sydenham Garden is committed to **Equity, Diversity and Inclusion (EDI)**. We want to build a diverse and inclusive staff, volunteer and trustee team where everyone feels that they belong and that reflects the profile of the communities we serve. Therefore, we will welcome and consider applications from candidates of all backgrounds and protected characteristics, and we particularly encourage applications from people of African or Caribbean heritage to ensure our staff team represents the communities we serve.

How to Apply

To apply, please send us a CV together with a supporting statement that addresses how you meet the Person Specification, including how you have gained the experience and abilities required (maximum 2 pages). Applications should be made by email to: jobs@sydenhamgarden.org.uk with 'Community Activities & Volunteering Lead' in the subject line.

Please provide the names, positions, organisations and telephone contact numbers of two referees, relevant to this role. References will only be taken up with your express permission.

Recruitment Timeline

Deadline for applications: Friday 1st November, midnight.
Interviews: w/c 11th November.

Do you have any questions? If you would like to find out more about the recruitment process or the role, please contact our Head of Services, Ollie Moss at ollie@sydenhamgarden.org.uk with suggested times for a call.

[Equal Opportunities Form](#)

A diverse workforce is important to us, and for this reason, we request that you complete our equal opportunities form [here](#), which is kept separately from the recruitment process.