Programme Coordinator

Lindengate is a mental health charity that supports children and adults of all ages with their mental, physical, and social wellbeing through nature-based activities. Guided by our principle *"Let's all grow together,"* we provide tailored support that fosters confidence, resilience, and life skills, helping people grow, connect, and thrive. Through Social and Therapeutic Horticulture (STH)**,** Lindengate offers vital support to those living with mental health needs, many of whom receive no financial help. We run weekly programmes and short courses. We also work with local schools in Bucks, NHS, carers, welcome positive partnerships with other charities and provisions and offer sessions for children who find traditional school environments challenging. Our aim is to welcome the wide and diverse community across the county. Each week, around 150volunteers and corporate groups join our staff supporting the gardens, site, woodwork activities, and/or programmes. We welcome over 5000 beneficiaries annually. Many people from our programmes return as volunteers, staying connected while building confidence and preparing for work or wider community life.

Our six-acre award-winning site**,** once a neglected allotment, is now a thriving sanctuary with sensory and apothecary gardens, wildflower meadows, vegetable plots, ponds, orchards, woodland areas, and quiet places for reflection. From Wednesday to Saturday afternoons, we welcome the public to Lindengate to enjoy the gardens. Conservation and sustainability are central to our work: we partner with Buckinghamshire Council to grow rare Black Poplar trees, follow no-dig methods for organic vegetables, produce our own honey and compost**,** and capture rainwater to help sustain our ponds and wildlife and do not use pesticides on our growing areas.

Role title:	Programme Coordinator
Based at:	Lindengate, Aylesbury Road, Wendover, Buckinghamshire, HP22 6BD.
Reporting to:	Senior Fundraising, Partnership and Programme Manager
Hours:	24 hours across flexible week - Tuesday, Wednesday, Thursday or Tuesday, Wednesday, Friday and periodic Saturdays as required.
Pay:	£15/h

Benefits Package:

- 25 days leave plus Bank Holidays (pro-rata)
- Occupational sick pay scheme
- Training and development opportunities
- Ethical employer
- NEST Pension scheme
- Social Events
- Free parking
- Free tea & coffee
- Branded uniform (fleece, hoodie & polo shirt) and required PPE.
- Staff Wellbeing Day

Purpose of the role:

The Programme Coordinator plays a central role in coordinating, delivering and developing Lindengate's educational, wellbeing, mental health and community engagement programmes, ensuring they are safe, inclusive, impactful and financially sustainable.

Working within Lindengate's unique six-acre therapeutic gardens in Buckinghamshire, the postholder will create meaningful opportunities for children, young people and adults to connect with nature, develop practical and transferable skills, improve mental health and wellbeing, build confidence and resilience, and strengthen their connection with others and the natural environment.

The role encompasses programmes for schools, further education providers, corporate groups, community organisations and individuals, including those experiencing mental health challenges, neurodivergence, social isolation and other barriers to participation.

Social and Therapeutic Horticulture (STH) is fundamental to Lindengate's approach. The Programme Coordinator will ensure that nature-based therapeutic principles underpin programme design, delivery and evaluation, integrating horticulture, conservation, biodiversity and environmental stewardship with person-centred wellbeing outcomes.

Combining compassionate leadership with operational effectiveness and commercial awareness, the postholder will oversee programme facilitators, contractors and volunteers, build productive partnerships, maintain high standards of safeguarding and quality assurance, and contribute to the continued growth, impact and sustainability of Lindengate's services.

Key Responsibilities:

Programme Delivery and Participant Support

- Session delivery, coordination, implementation and continuous improvement of educational, corporate, community and wellbeing programmes.
- Create and develop engaging, structured and purposeful activities that respond to participants' needs, abilities, interests and aspirations.
- Ensure STH, nature-based therapeutic approaches and the Five Ways to Wellbeing are embedded throughout session planning and delivery.
- Work collaboratively with horticultural, conservation and programme colleagues to maximise the therapeutic and educational potential of Lindengate's gardens.
- Develop engaging opportunities for participants to gain practical skills, confidence, independence, personal development and pathways towards education, volunteering or employment.
- Ensure programmes are accessible, inclusive, culturally sensitive, trauma-informed and responsive to the needs of vulnerable or marginalised groups.
- Facilitate and deliver sessions, demonstrating high standards of participant engagement, professional practice and care.
- Regularly review and adapt sessions in response to participant feedback, emerging community needs, evaluation findings and sector best practice.

Resource Coordination

- Coordinate and support session facilitators, staff and volunteers to ensure consistently high-quality delivery.
- Provide clear direction, regular communication, constructive feedback and practical support.
- Coordinate programme schedules, staffing, resources and operational requirements.
- Ensure facilitators and volunteers understand their responsibilities, safeguarding obligations and the individual needs of session participants.

- Foster a positive, collaborative and values-led working culture that promotes wellbeing, accountability and continuous learning.
- Address operational challenges and resolve issues promptly, professionally and sensitively.

Safeguarding, Inclusion and Quality Assurance

- Ensure all programmes operate in accordance with Lindengate's safeguarding policies, risk assessments, health and safety procedures and professional standards.
- Promote and maintain a safeguarding culture in which concerns are recognised, recorded, reported and escalated appropriately to the designated Safeguarding Lead or Deputy.
- Ensure appropriate risk assessments, participant information, consent arrangements and reasonable adjustments are in place.
- Maintain confidentiality and ensure appropriate handling of sensitive information in accordance with data protection requirements.
- Embed trauma-informed, strengths-based and person-centred practice, recognising the diverse experiences and needs of participants.
- Promote reflective practice, learning from incidents and continuous service improvement.
- Ensure activities are delivered within the professional competencies and boundaries of those involved, with appropriate escalation or referral where required to the Safeguarding Lead or Deputy.

Partnerships, Engagement and Programme Growth

- Develop and maintain productive relationships with schools, colleges, further education providers, corporate organisations, community groups, statutory services and referral partners.
- Identify opportunities to increase programme participation, accessibility and reach, particularly among underserved communities.
- Act as an ambassador for Lindengate, representing its mission, values and services at meetings, networking events and community forums.
- Work collaboratively with colleagues to promote programmes, strengthen referral pathways and encourage repeat engagement.
- Explore new partnerships, collaborative projects and opportunities for programme development.
- Support the creation of tailored educational, corporate and community programme offers that respond to identified needs and organisational priorities.

Monitoring, Evaluation and Impact Reporting

- Maintain appropriate systems for recording programme attendance, participation, outcomes and feedback.
- Monitor programme performance against agreed objectives, delivery targets and impact measures.
- Collect quantitative and qualitative evidence, including participant feedback, case studies and testimonials, ensuring appropriate consent and confidentiality to inform reporting requirements.
- Evaluate the effectiveness of programmes in improving wellbeing, confidence, practical skills, resilience and social connection.
- Prepare clear, accurate and timely data inputs and reports for senior management, trustees, funding partners and other stakeholders.
- Use evidence, participant voice and emerging research to inform programme improvements and future development.
- Contribute to Lindengate's wider impact measurement, annual reporting and funding applications.
- Manage and administer the AQA Award Scheme for student and participant programmes.

Session Resources and Cost Awareness

- Plan and identify resources required for session delivery, ensuring materials are used efficiently and expenditure is agreed in advance with the appropriate manager.
- Monitor programme expenditure, resource allocation, income generation and financial performance against agreed targets.
- Contribute programme information, impact evidence, case studies and costings to grant applications, tenders and funding reports.
- Identify opportunities to improve operational efficiency, maximise existing resources and strengthen programme sustainability.
- Support forward planning and service development in response to changing community needs and funding opportunities.

Essential Experience, Knowledge and Skills:

Person Specification

Programme delivery and development:

- Demonstrable experience of planning, coordinating and delivering educational, wellbeing, mental health, community or related programmes.
- Experience of developing and improving programmes to meet participant needs and achieve measurable outcomes.
- Practical knowledge of horticulture, gardening, conservation or nature-based activities, with an understanding of their contribution to mental health and wellbeing.
- Experience of working with children, young people or adults, including people experiencing additional needs, disadvantage or vulnerability.
- An understanding of Social and Therapeutic Horticulture, ecotherapy or comparable nature-based therapeutic approaches, and the ability to apply these principles in practice.

Organisation, communication and resource awareness:

- Excellent organisational, planning and time-management skills, with the ability to manage multiple programmes and competing priorities.
- Strong interpersonal and communication skills, with the ability to build trust and effective working relationships.
- Experience of partnership working and stakeholder engagement.
- Ability to monitor programme budgets and manage resources.
- Competence in IT, digital record keeping, data collection and reporting.
- Ability to collect, interpret and present data of programme effectiveness.
- Initiative, sound judgement and the ability to work both independently and collaboratively.

Coordinating and safeguarding experience:

- Experience of coordinating, supporting staff, contractors, facilitators or volunteers.
- Strong working knowledge of safeguarding principles, professional boundaries, risk management and inclusive practice.
- Understanding of trauma-informed, strengths-based and person-centred approaches.
- Ability to respond sensitively and professionally to challenging situations and changing participant needs.
- Willingness to undertake or maintain relevant safeguarding and Mental Health First Aid training.

Desirable Experience and Qualifications

- Relevant qualification in education, horticulture, Social and Therapeutic Horticulture, environmental education, mental health, psychology, counselling, social care or a related discipline.
- Formal training or professional development in Social and Therapeutic Horticulture or ecotherapy.
- Level 2 safeguarding training for children and/or adults, appropriate to the responsibilities of the role.
- Mental Health First Aid qualification.
- Experience of working within the charity, voluntary, education or community sectors.
- Experience of working with schools, further education providers, SEND provision or alternative education settings.
- Experience of corporate volunteering programmes, commissioned services or income-generating activities.
- Experience of monitoring and evaluating wellbeing outcomes.
- Knowledge of the Five Ways to Wellbeing and their practical application.
- Experience of developing partnerships, supporting grant applications or contributing to service sustainability.
- Lived experience of mental health challenges, where candidates choose to share this, is welcomed and valued.

Values and Personal Attributes

The successful candidate will demonstrate:

- Compassion and empathy: A warm, respectful and non-judgemental approach that recognises the dignity, strengths and individuality of every participant.
- Commitment to nature-based wellbeing: A genuine belief in the therapeutic, educational and social benefits of connecting people with nature.
- Professional integrity: High standards of safeguarding, confidentiality, reliability, accountability and ethical conduct.
- Inclusive practice: A commitment to equality, diversity, accessibility and creating a sense of belonging.
- Collaborative teamwork: The ability to motivate, support, share knowledge and inspire colleagues, volunteers and delivery partners to deliver effective programme sessions.
- Creativity and adaptability: A willingness to innovate, solve problems and respond positively to changing needs.
- Commercial awareness: An understanding of the importance of financial sustainability and responsible stewardship of charitable resources.
- Commitment to excellence: Pride in delivering high-quality programmes, maintaining safe and welcoming environments, and achieving meaningful outcomes.
- High personal standards, including good timekeeping, ability to meet deadlines and good. husbandry with all activities.
- Commitment to equality, diversity, and inclusion
- Alignment with the charity's mission and value.

The postholder will be expected to work in accordance with Lindengate's policies and procedures and undertake other reasonable duties consistent with the purpose and level of the role.

What We Offer

- A chance to make a meaningful impact in a unique and inspiring environment.
- Opportunities for professional development and training.
- Flexible working arrangements to promote work-life balance.
- A supportive and collaborative workplace culture.

Additional Information

- Some evening or weekend work may be required.
- Enhanced DBS check required.
- Ongoing training and professional development provided.

COMPLIANCE WITH POLICIES

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular the policies on Vulnerable Adults, Boundaries, Safeguarding, Confidentiality, Data Protection and Health and Safety.

Support: Training, where specifically required for the role, will be provided.
Security Checks: Employment is subject to a satisfactory Enhanced DBS check.

To apply, please forward you CV and Covering letter to the email below.
Telephone: 01296 622443 **Website:** www.lindengate.org.uk
E: info@lindengate.org.uk

Lindengate is an equal opportunity employer committed to diversity and inclusion.