

## Volunteer Gardener

Our core mission is to improve the lives of anyone affected by cancer, including those with a diagnosis, carers, family members and bereaved relatives, by enhancing emotional, psychological, and physical well-being. The Mulberry Centre is a charity and relies on funding to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management and we also support carers and family members to deal with these changes. We do this by providing counselling, complementary therapies, wellbeing classes, workshops, creative activities and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

### Purpose of the Role

We are looking for an enthusiastic, knowledgeable gardener (tools and equipment will be provided) to support The Mulberry Centre by helping to provide ongoing regular maintenance and development of our beautiful, secluded garden for the benefit of our clients, staff and volunteers.

**Time Commitment – A regular commitment of one-half day a week, preferably on a Wednesday morning.**

### Main Duties

- To work as part of a small team to maintain, forward plan and develop our beautiful, secluded garden throughout the seasons.
- To undertake light pruning, weeding and planting when necessary, ensuring grassed areas, flowerbeds and plant pots are kept neat, tidy and in good condition.
- To use the equipment and tools provided, adhering to health & safety guidance, and store them away safely after use, informing the Finance & Operations Team of any defects.
- To ensure the garden is kept clean, tidy, litter free and attractive: providing a safe space for our users to enjoy.
- To incorporate environmentally friendly practices in the garden and surrounding space.
- To make suggestions for improvements and new additions to the garden space.
- To share your knowledge of gardening, plants, flowers, etc with others.
- To help prepare for our annual plant sale.
- Any other duties appropriate for the role and adhering to The Mulberry Centre's policies.

### Volunteer Skills Specification:

- Previous gardening experience, either professionally paid, as a volunteer, or as an enthusiastic hobby.
- Reasonably fit and willing to work out of doors in all weathers.
- Friendly and professional manner, with excellent interpersonal and communication skills, and a positive, organised and flexible approach to work.
- Able to work as part of a team and take direction, but also able to use initiative.

### Benefits, Support and Education

- Opportunity to make a meaningful difference in the lives of individuals affected by cancer by joining a supportive and dedicated team of staff and volunteers committed to making a positive impact.
- Utilising valuable skills as part of a small team providing gardening support in the charity sector.
- All volunteers will be provided with a thorough induction of the work of The Mulberry Centre, its procedures and relevant policies for your volunteer role.

- We will do our best to assist your volunteering role with us. This will include evaluation sessions and keeping you updated with all the relevant information on what support The Mulberry Centre offers.
- There will be an initial 3 months, then annual review with your Lead.
- Expenses are reimbursed for travel incurred to carry out your volunteering duties. The reimbursement of any other 'out of pocket' expenses is subject to prior approval by your Lead.

#### **Next Steps**

- All applicants are asked to complete a Volunteer Application Form and provide two referees.
- Candidates with the appropriate experience/skills for the role for which they have applied will be interviewed by the Lead associated to the role.
- References will be taken up on successful candidates.
- All new volunteers will be given role specific induction/training by their Lead and the Volunteer Lead will provide general induction to the Centre, the general handbook and relevant information pertaining to policies and procedures and will be asked to sign our Confidentiality Agreement and a Volunteer Agreement, confirming their commitment to the Centre.
- Subject to satisfactory references, and completion of professional documentation an individual may start volunteering, and a review will be carried out by their Lead after 3 months.
- Short-term volunteers providing support on an ad-hoc basis are not required to go through all the recruitment procedures unless they start volunteering on a more regular basis, or their hours increase beyond 5 hours a month.

**Further information:** Email: [volunteer@themulberrycentre.co.uk](mailto:volunteer@themulberrycentre.co.uk)

**Responsible to:** Finance & Operations Coordinator