

# Job description

<b>Job title:</b>	Polytunnel manager
<b>Reports to:</b>	Mudlarks Allotment Site Manager and CEO
<b>Location of job:</b>	Haileybury School
<b>Part Time:</b>	1 day a week - Mondays
<b>Main purpose of job:</b>	To organise and run the new polytunnel project, growing for the cafe and propagating plants for use in our community gardens and for sale.
<b>Salary:</b>	Pro rata of £27,651

## **Background:**

We are seeking a highly motivated, enthusiastic person to develop our new polytunnel project. The successful applicant will lead and empower our learning disabled gardeners and volunteers to create and run two polytunnels, growing salads and herbs for the cafe, as well as plants for the community gardening teams.

With compassion and empathy, you will support and empower adults with disabilities to develop their horticulture skills, build their independence and well-being.

You will manage a team of two gardeners and a volunteer, develop a growing programme, harvest crops and deliver to the cafe.

## **About you:**

You will be a passionate organic gardener; you will love nature and have an understanding of green therapy.

You will have excellent personal skills and a genuine interest in people of all abilities. You will be passionate about enabling people to learn and develop. You will be committed to championing the needs of the individuals you are working with.

A desire to enable individuals to fulfil their potential is a priority. Working within a small dynamic team, you will have the skills and experience to lead practical, purposeful activities in addition to gardening.

## **General requirements**

- To understand fully, and have a commitment to, carrying out the aims and objectives of Mudlarks (see attached).
- To work within the Mudlarks 'policies and procedures to provide a high quality of service and in particular to always have a high regard for the organisation's Equal Opportunities Policy.
- To act in accordance with the Data Protection Act (1998).
- To act in accordance with the Health and Safety at Work Act (1974) and the organisation's Health and Safety policies

## **Specific duties and tasks**

# Job description

- To support Mudlarks gardeners (people with learning disabilities, autism and mental health concerns) to grow vegetables and plants in the Haileybury polytunnels.
- To teach Mudlarks gardeners the horticultural skills required to work in a polytunnel, with a view to these people being employed in future.
- To liaise with the allotment and cafe, and deliver salads, herbs and vegetables to the cafe.
- Planning, organising and running the day-to-day activities in the polytunnels. Managing winter activities.
- Responsibility for maintain the growing areas, ensuing a safe and tidy site. Co-ordinating the cleaning and maintenance of the polytunnels, storage areas, and all internal and external areas used by the groups.

## Health and Safety

- Comply with all health and safety policies, measures and legislation.
- Ensure your own safety and those with whom you are working.
- Assist with Risk Assessments where required.
- Apply first aid when necessary, appropriate to your skill level.
- Report all safety matters to the allotment manager.

## Additional requirements

- Provide information for reports and project review meetings.
- To keep up-to-date with changes in policies/laws/regulations/practices and implement them in the Mudlarks ethos in all aspects.
- To safeguard the long-term future of the charity.
- You may be required to carry out other duties, as within your capabilities and level of responsibility, in order to meet the needs of the organisation.

## Person specification

### Education, training and experience

#### Essential

- Horticulture knowledge and experience
- A good level of literacy, numeracy and communication skills.
- Experience of working with people with learning disabilities, autism and mental health concerns.

#### Desirable

# Job description

- Training, qualifications and experience in care for people with learning difficulties and mental health concerns.
- Training and qualifications in horticulture.

## Skills and abilities

### Essential

- Ability to think logically and creatively to provide practical solutions to a changing range of problems and issues.
- Ability to deal with challenging behaviour.
- Ability to work positively both as a member of a team and independently, with general direction and within a clear framework of accountability.
- Self-motivated and able to use own initiative.
- Good verbal communication skills.
- Ability to work under pressure.
- Willingness to be flexible.
- Prepared and able to work outdoors in all weather.
- Clean full driving licence – driving the gardeners and delivering produce is an integral part of the job.

### Desirable

- Written communication skills necessary to present information in written reports and correspondence.

## Aims of the charity

The aims of the charity are:

- To promote health and wellbeing through offering social and therapeutic horticulture, training and work opportunities to young people and adults with learning disabilities and mental health concerns, enabling people of all abilities to learn and work together.
- To provide facilities in Hertfordshire including, but not limited to, horticultural sites and a working café for the use by vulnerable young people and adults who have need of such facilities with the object of building confidence and increasing self-worth, reducing isolation and loneliness.
- To develop the social and work-related skills of people with learning disabilities and mental health concerns through the provision of therapy, training, meaningful work experience and employment opportunities to help integrate people into their community.
- To provide opportunities for volunteers and those seeking work experience at, but not limited to, a café and a horticultural environment.

# Job description

- To raise awareness of learning disabilities and mental health concerns, and help integrate people with learning disabilities into their community through our community-based projects, as well as providing opportunities for local organisations, schools and colleges to access and utilise our facilities.
- To raise the awareness of the need to protect and conserve our environment.

## **Mudlarks Objectives**

Mudlarks objectives are:

- To create a natural environment where people with learning disabilities can experience and be absorbed into a different lifestyle and routine.
- To provide a stable and stimulating work-orientated unit.
- To provide a wide variety of indoor and outdoor work opportunities allowing participants the chance to achieve work satisfaction and to acquire knowledge and skills that will help them in the future.
- To give participants the opportunity to take responsibilities within the work environment, working as part of a team or, for example, as team leaders.
- To build on and extend the therapeutic experiences for adults with more complex needs.
- To provide services that help to combat loneliness and isolation.
- To give participants the opportunity to improve themselves and to discover their strengths and limitations.
- To encourage participants to work together, to respect other people and to have respect for, and to appreciate, the environment in which they live and work.
- To maximise the potential, through training and practical work experience, for participants to progress into further employment.
- To enable participants to become involved in decisions affecting the running and development of Mudlarks.
- To provide a friendly service to all visitors.
- To identify the training and other needs of all salaried and volunteer members of the staff and to ensure that these needs are met.