**HAMMERSMITH UNITED CHARITIES Job Description**

**Post Title:** Community Gardener Trainee (18 month contract)

**Responsible To:** Community Gardener

**Accountable To:** Head of Housing & Property

**Liaise with:** Residents, colleagues, trustees and visitors.

**Hours of Work:** 30 hours over 4 days including attending a one day a week course in horticulture during term times.

**Location:** The Trainee will work at the Charity’s two Almshouses, John Betts House and Sycamore House (sheltered housing for older people) which are both in Hammersmith

**Purpose of the role:** The Trainee will be required to assist in the skilled care, maintenance and development of the horticultural features and gardens within the Charities two sheltered schemes, working under the guidance and supervision of the Community Gardener.

**Core Duties and Responsibilities:**

**Horticultural Maintenance and Development**

* All tasks carried out on organic practices.
* Garden maintenance to a high standard – including weeding, mulching, edging, raking, digging over, staking and tying in, pruning, dead heading, bed preparation, and tidying.
* Seasonal propagation and growing on – including seed sowing, cuttings, potting up.
* Composting – turning and processing, spreading and digging in.
* Bed renovation and grounds development - reinstating and installing beds, ground preparation, planting, bulb planting.
* Clearing overgrown areas – keeping on top of the ivy, scrub and other invasive species.
* Lawn maintenance.
* Assistance with maintenance of gravel and other pathways, sweeping and tidying of pathways and other vehicular routes.
* The efficient and safe use, care and maintenance of machinery and equipment allocated to the property in accordance with specific instructions, Health and Safety and other requirements.
* Participation in training to develop a wide range of skills.

**Health and Safety**

* Carry out all duties in accordance with any relevant Health and Safety legislation including the Health and Safety at Work Act 1974.
* Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
* Operate the machinery in a safe manner in accordance with the manufacturer guidelines.

**Community and Events**

* Assist with the preparation for, supervision of and cleaning up after events at the sheltered schemes.
* Encourage and enable residents to benefit from the health and wellbeing benefits of gardens and the garden
* Work with volunteers to encourage community involvement of the work of Hammersmith United Charities

**Personal development**

* The Trainee will undertake a part-time horticultural course within London, and any other training courses identified throughout the placement.

**General Duties**

* Comply with all the Charity’s policies and procedures applicable to the post with particular attention to Health and Safety, Safeguarding and Equal Opportunities.

**Other Duties**

* To undertake other duties as directed by the Head of Housing & Property commensurate with the post.

**PERSON SPECIFICATION**

**POST: Community Gardener Trainee**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Knowledge:**

* A minimum of 4 GCSEs including English at Grade C. However, other relevant qualifications of equivalent standard and/or practical experience in horticulture will be considered.

**Skills:**

* Avid interest in horticulture.
* Effective communication skills, able to understand verbal and written instructions, and able to clarify uncertainty.
* Must be friendly, polite and approachable to residents.
* Be a team player within the charity.
* Ability to grasp information and apply recently gained knowledge.
* Able to carry out tasks requiring high levels of manual dexterity, as well as physically demanding tasks, such as shovelling, digging, mulching, lifting and carrying.
* A supportive and effective team player.
* Adaptable and able to deal with changing priorities, willing to take on new work.
* Committed to personal development, resilient, with an enthusiastic attitude.

**Experience:**

* Practical experience in horticulture or plant related discipline, amateur or professional.
* Team-working experience.
* Able to work with garden tools machinery and equipment following Health and Safety guidelines.