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| **VOLUNTEER ROLE PROFILE** |

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| **ROLE TITLE** | **VOLUNTEER – Lead Gardener** |

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| **ORGANISATION DESCRIPTION** | Chailey Heritage Foundation is a pioneering charity providing education, care and transition services for young people with complex physical disabilities and health needs, which includes:   * An Ofsted ‘outstanding’ special school * ‘Home from home’ residential care for both children and young adults * A Life Skills Centre and Hub for adults with disabilities * Support at home and in the community * A wheelchair accessible farm * Hydrotherapy provision * Specialist horse riding provision |

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| **WHAT YOU WILL GAIN BY VOLUNTEERING** | * A sense of satisfaction and belonging, knowing you are helping the young people and families of the Charity to enjoy the outdoors and have safe spaces to socialise or spend time in quiet contemplation * Enjoyment of meeting a variety of new people * Opportunity for others to learn and benefit from your skills and experiences |

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| **WHAT WE WOULD LIKE FROM YOU** | This role would suit a motivated individual with good knowledge and experience of gardening who can work on our newly installed ‘Futures’ and ‘Celebration’ gardens for residents, their families and staff.  The Lead Gardener will undertake a variety of tasks, including:   * Assisting in the recruitment of further volunteers for their team and assume the lead when on site, assigning tasks and ensuring that they are completed in a timely manner, with adherence to Health & Safety regulations at all times. * Liaise with House Managers on planting schemes, taking into account the wishes of the residents, and ensuring that the gardens are a fully immersive and sensory experience. * Providing advice on the suitability of planting schemes and suggest suitable alternatives if needed. * Division and propagation of plants and planting * Watering and feeding plants, trees and shrubs * Hand weeding, hoeing, raking, staking, deadheading, tying-in plants and cutting back the flower and shrub borders and hedging * Digging over, mulching and manuring borders * Maintaining good access e.g. paths maintenance * General maintenance Assist with recruiting other gardening volunteers as necessary * Liaising with managers on ongoing requirements for each garden * Ability to work independently   This list is not exhaustive but gives an idea as to what the role might include.  We also expect our volunteers to show awareness and to comply with all aspects of health and safety in relation to your working environment.  The dress code for this role would be: outdoor clothing appropriate for the weather with safety footwear |

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| **TIME COMMITMENT** | For this role, we ask that volunteers should be prepared to make a regular commitment, allowing for flexible working to suit personal availability, but taking into account the seasonal requirements of a garden. |

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| **TRAINING AND SUPPORT** | Volunteers will be given an induction and are required to attend an initial mandatory training session that includes Safeguarding, Fire Safety, Manual Handling; and any other occasional training/ information sessions deemed necessary.  Volunteers must also be prepared to undertake regular updating of mandatory training as and when required. There may be opportunities for some volunteers to benefit from extra training to enable them to carry out a higher level role with our YP following completion of a probationary period.  You will find all our staff and volunteers very friendly and approachable, and grateful for any assistance you can give. |

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| **RECRUITMENT PROCESS** | To apply for this volunteering role, please click on the “apply now” button on the webpage to complete an application form via our website.  On receipt of a completed application form, your application will be reviewed by the recruiting manager. After which applicants may be invited in for an informal interview and if successful will be invited to join our team, following completion of two satisfactory references and an enhanced DBS (Disclosure & Barring Service) check. |

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| **SUPPORT AND REPORTING** | You will be supported by our maintenance team and you will report to our Estates Manager. |

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| **OTHER INFORMATION** | All volunteering opportunities at Chailey Heritage Foundation will require an enhanced disclosure check by the DBS – this does not mean that you cannot volunteer for us if you have a previous conviction. Chailey Heritage Foundation conforms to all aspects of the Rehabilitation of Offenders Act 1974.  Volunteers are required to abide by all policies and procedures within Chailey Heritage Foundation at all times.  Chailey Heritage Foundation operates a non-smoking policy throughout all its buildings and site, but does provide a designated smoking area. |

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| **CONTACT US** | For an informal discussion please call our HR team on **01825 724444 Ext. 709** |

***Thank you for choosing to give your valuable time to Chailey Heritage Foundation***