

**JOB DESCRIPTION**

**JOB TITLE: Horticultural Assistant**

**LOCATION: The Boaz Project,**

 **Hill Farm, Sutton Scotney, Winchester, Hants SO21 3NT**

**REPORTING TO: Boaz Project Manager (day to day liaison with Horticulture Manager)**

**Hours: 8 hours per week**

**BOAZ PROJECT AIMS**

To provide an excellent horticultural facility with related work opportunities at which adults with learning disabilities may come together to be valued and productive. Its purpose is to give dignity and confidence in a happy, safe and supportive environment enabling greater independence, social inclusion and employability. The Project's Christian ethos seeks to address the whole person, body, mind, and spirit, aiming to release and realise each person’s full human potential to the glory of God.\*

**JOB PURPOSE**

To work alongside the horticultural manager to ensure delivery of specific horticultural responsibilities. To cover planned leave and (if needed/possible) unplanned absence of the Horticultural Manager. To help resource and co-ordinate the day-to-day activities of the Project. To help with ensuring implementation of individuals personal development plans.

**SKILLS REQUIRED**

* Proven ability to guide people of mixed abilities
* Physical fitness and the ability to undertake horticultural work in all weathers
* Ability to work well in a team
* Demonstrable horticultural ability/desire to learn

**SKILLS DESIRED**

* Ability to drive and use own car on BOAZ business. (mileage paid)
* Skills in other areas of the Boaz Project work
* A horticultural qualification/experience with adults who have learning disabilities
* *\*Although the Project has a Christian ethos it is NOT a genuine occupational requirement of this role that the applicant be a practicing Christian, only that the individual be sympathetic to the ethos and values.*

**JOB RESPONSIBILITIES**

**Specific Responsibilities**

* To work alongside members and direct volunteers as required
* To provide cover for the Horticultural Manager during leave or unplanned absences
* To assist in planning, teaching and overseeing all work related to the growing of flowers, vegetables and fruit.
* To implement good crop rotation, soil maintenance and use of resources.
* To construct garden features, paving, and external woodwork projects, and maintain watering systems, raised beds, and poly tunnels etc.
* To keep written records of all matters relating to the above responsibilities in-line with the requirements of the Horticultural Manager
* To be on-call to respond to emergencies or crises out of hours in the

Managers’ absence.

**YOU WILL ALSO BE EXPECTED TO ASSIST IN THE FOLLOWING AREAS**

**AS REQUIRED:**

**People/member support**

* To help assess the needs of individuals and ensure personal development

 and lifestyle plans have a programme of person-centred support.

* To help ensure opportunities for spiritual development are available for

 individuals who express such a wish.

* To provide meaningful work for each person that is suited to their

 abilities and preferences and also develops their potential.

* To enable people to undertake a range of task-related learning activities.
* To help ensure support is achieved in a safe environment.
* To carry out risk assessments for activities where harm can occur.
* To help ensure the security, safety and care of accommodation, equipment

 and resources.

**Staff and helpers.**

* To assist in identifying training needs for staff and helpers and provide the training if agreed.
* To help ensure staff and helpers working standards conform to best practice.

**Administration**

* To help prepare policies, best practice and procedures and ensure

 compliance and effectiveness.

* To assist in preparing timetables, rotas and schedules as needed in the service.
* To maintain record keeping.
* To be involved in the production of goods and services appropriate to the members.

This Job Description is not intended to be exhaustive but a guide to the main

areas of responsibility. Any substantial changes will be discussed fully with the jobholder.

**TO APPLY: 1st, call 01962 761749 and ask Emily or Stuart for a pre-visit, then 2nd after visiting email your application to: hr@boazproject.co.uk**