

## JOB DESCRIPTION

|                    |                          |                        |                         |
|--------------------|--------------------------|------------------------|-------------------------|
| <b>Salary:</b>     | £28350                   | <b>Job Title:</b>      | Gardening Services Lead |
| <b>Department:</b> | Facilities & Maintenance | <b>Accountable to:</b> | Project Co-Ordinator    |

### Purpose of the Post:

To be responsible for the internal gardening service for Autism East Midlands. To supervise a team of autistic people in the provision of gardening services for all sites in AEM. Carrying out a range of horticultural and grounds maintenance work to the required standard.

### Duties and Responsibilities:

1. Undertake day to day coordination of the work schedule and work load for the individuals involved in the gardening activity.
2. Ensure the satisfactory and timely completion of ground maintenance programmes.
3. Day to day management of the tools, resources, equipment, materials and transport required by the team to complete the works programme.
4. Supervise the members of the team in their area of responsibility.
5. Ensure the sharing of skills and basic training for the individuals involved in the activity.
6. Preparation of documentation in a clear and accurate manner as required and report this to the Project Co-Ordinator.
7. To liaise with service managers and clinical staff as appropriate for the support of the individuals involved.
8. To liaise with the Health and Safety Manager in relation to hazards and potential problems observed during the course of his/her normal work;
9. Liaise with external contractors on site and assist where necessary;
10. Advise the Project Co-Ordinator of any works beyond the scope of the post holder;
11. Keep the work vehicle in a clean, safe and serviced condition;
12. Interact with service users, treating them always with respect and dignity;
13. To behave in a trustworthy and responsible manner and not bring Autism East Midlands into disrepute.

The job description is not exhaustive and may change to reflect the abilities and expertise of the individual and/or the needs of the organisation.

## PERSON SPECIFICATION

|                    |                          |                        |                         |
|--------------------|--------------------------|------------------------|-------------------------|
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| <b>Department:</b> | Facilities & Maintenance | <b>Accountable to:</b> | Project Co-Ordinator    |

| Personal Skills / Characteristics   | Essential                        | Desirable      | Method of Assessment | Short Listing Criteria |
|---|----------------------------------|----------------|----------------------|------------------------|
| <u>1. Experience</u><br>1.1 Proven ability to liaise professionally<br>1.2 Experience of working with people with autism or learning disabilities<br>1.3 Team Leader or management experience in a similar position<br>1.4 Use of Microsoft suite of software   | ✓<br><br><br>✓<br><br>✓          | ✓<br><br><br>✓ |                      |                        |
| <u>2. Qualifications and Training</u><br>2.1 Qualifications appropriate to the position, e.g. City & Guilds, Health & Safety, NVQ, Apprenticeships  |                                  | ✓              |                      |                        |
| <u>3. Special Skills and Knowledge</u><br>3.1 Good communication skills<br>3.2 Knowledge of basic first aid<br>3.3 Possess a working knowledge of the following: core gardening skills, horticulture, design and landscaping<br>3.4 Understanding of autism<br>3.5 Awareness of Health & Safety Legislation | ✓<br><br><br>✓<br><br>✓<br><br>✓ | ✓<br><br><br>✓ |                      |                        |

| <u>4. Personal Qualities</u>                          |   |  |  |  |
|---|---|--|--|--|
| 4.1 Current full/clean driving licence                | ✓ |  |  |  |
| 4.2 Commitment to undertake further training          | ✓ |  |  |  |
| 4.3 Ability to prioritise work                        | ✓ |  |  |  |
| 4.4 Ability to work alone or part of a team           | ✓ |  |  |  |
| 4.5 Ability to fulfill all aspects of job description | ✓ |  |  |  |

The postholder will be required to undergo an Enhanced DBS check.

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

SHORT LISTING PANEL:

| <b>KEY:</b>  | AF = Application Form | CQ = Certificate of Qualification | I = Interview | R = References |
|--|-----------------------|-----------------------------------|---------------|----------------|
| <b>1.</b>  |                       | <b>2.</b>                         |               | <b>3.</b>      |
| Interview Offered: YES <input type="checkbox"/><br>NO <input type="checkbox"/> |                       |                                   |               |                |