

IDEAL FOR ALL LTD JOB DESCRIPTION

POST:	Horticultural Health and Wellbeing Officer
POST REFERENCE:	HWB031024
SALARY:	£25,878 - £27,148 per annum FTE – (Depending on Skills and experience)
HOURS:	37 Hours per week
RESPONSIBLE TO:	Head of Operations or as advised

Job Summary

- To plan and deliver a variety of tailored engagement activities in community settings and across Ideal for All operational sites in line with varied project requirements and funded programmes.
- To enable participation through therapeutic and social horticulture (e.g., gardening, crafts, cooking/nutrition, engaging group activities, peer learning) interlinked through support groups.
- To undertake all duties necessary to assist the Growing Opportunities employees and wider community in their efforts to help develop an interest in agriculture and horticultural, nutrition and health/mental health and wellbeing activity.
- To support and deliver the transition of engaged participants onto time limited programmes at our sites or partner venues as part of integrated health/wellbeing/employment and skills programmes.
- To undertake necessary delegated admin duties including recording and uploading of documentation in line with procedures onto a MIS (management information system); initial engagements, action plans and progress reviews, induction paperwork/health & safety recording, SMART person-centred target measures, health/mental health & wellbeing indicators, any other project specific based forms and measures/ uploading of evidence onto IFA systems.
- To personally develop skills, knowledge and expertise in gardening and community food growing, therapeutic horticulture, nutrition/food and health/mental health & wellbeing through working under supervision by the Head of Operations, Team Leaders and staff
- To actively and professionally promote Ideal for All to potential new service users, volunteers, health and local authorities, referral agencies and partner organisations through open days, presentations, display work and on and off site promotions.

Key Tasks

1. To plan and deliver sessions and promotions to participants in order to engage them in support which enables their skills development, employability and learning opportunities; whilst increasing confidence and supporting their health and wellbeing needs through horticulture to people of all ages and abilities in a variety of settings.

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2. To operate within the company's user led ethos and to pro-actively promote and encourage participation of disabled people of all ages.
3. To work to support people's health and wellbeing using engaging, fun and educational initiatives utilising community focused delivery.
4. To ensure effective safeguarding and reporting for all participants whilst involved in the work of Ideal for All.
5. To provide cover for staff and to support with promotional events as requested.
6. To support in the development of health promoting activities based around exercise and healthy eating through the medium of horticulture.
7. To support the planning and delivery of accessible and safe programmes and practical courses, through on and off-site workshops, day to day learning, open days and festivals.
8. To work closely and support project staff and other workers of Ideal for All, to ensure provision of an integrated service.
9. Keep up to date and accurate records of activities and involvements including client files, referral pathways, evaluation and evidence gathering, maintaining IFA's electronic data systems and day-to-day administration duties.
10. Observe Health and Safety requirements in all areas of work and to be aware of the responsibilities under the Health & Safety at Work Act ensuring a safe environment is maintained for visitors, volunteers and staff.

Generic Tasks:

1. To maintain confidentiality of any material and information handled at all times. If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way and hold data only for the specified registered purposes and to use or disclose the data, with the prior approval of their line manager, only to authorised persons or organisations. The data and equipment remains the property of Ideal for All and must not be taken out of the workplace without the written permission of the Chief Executive.
2. To attend relevant meetings within the company as required; work as part of wider IFA staff team and undertake any other relevant tasks as deemed necessary and delegated by the management
3. Where it is appropriate the post holder is required to liaise with, train and manage any volunteer who is assigned to their area of work
4. The post holder will uphold the working remit of IFA's "user-led-ethos".

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5. All employees will recognise and uphold the social model of disability and utilise this model in their work with disabled persons
6. Type/word-process relevant documents via electronic information
7. Utilise financial and statistical tools and reports using spreadsheets.
8. Manage, organise, and update relevant database applications.
9. Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups.
10. Analyse and interpret statistics and other data and produce relevant reports.
11. Interpret requests, instructions and issues and implement actions according to administrative policies and procedures.
12. Research and investigate information to enable strategic decision-making by others.
13. Arrange and participate in meetings, conferences, and project team activities.
14. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
15. Maintain hard copy and electronic filing systems.
16. Sign for and distribute mail and packages
17. Research, price, and purchase office, general, specialist e.g. disability equipment and supplies for the whole company as when authorised to do so
18. Co-ordinate and maintain appropriate records for management e.g. staff absence, office space, phones, parking, company credit cards and office keys.
19. Organise and co-ordinate meetings and conferences.
20. Provide induction assistance for new employees.
21. Organise accommodation and entertainment arrangements for company visitors when authorised to do so
22. Obtain supplies and/or making, serving food, drinks and refreshments etc
23. Distribute company flyers, publicity etc when authorised to do so
24. Make travel arrangements on behalf of the company when authorised to do so
25. Schedule Meetings/Conference Calls
26. Take Dictation/Transcription/notes recordings etc of meetings etc

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27. Supervising other staff when authorised to do so
28. The post holder should make themselves aware of and ensure they adhere to all Ideal for All's policies and procedures.
29. You will be required to work flexibly around the business needs of the Company and therefore some evening and/or weekend work may be required of you in order to benefit the Company.

Disability Confident

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. This information is available on request and can be provided in accessible formats.



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PERSON SPECIFICATION

Factors	Essential	Desirable
Education	Evidence of relevant education and/or qualifications level 2 or above. E.g. Horticulture, Healthy Lifestyle, IAG, Business Admin, Nutrition	Teaching qualification or train the trainer
Has received Training in	Basic cooking skills with children, families, young people and vulnerable and disabled groups Site Health and Safety Safeguarding Awareness Food Safety Level 2 or working towards Working in group settings Full UK Driving Licence and access to own fully insured vehicle for business use	Horticultural training First Aid at work Nutrition and Eatwell/ healthy lifestyle behaviour awareness
Experience	Experience of working with families and children Experience of planning and delivering sessions. Experience of work within a disability setting Experience of working with vulnerable people Experience of gardening in community or commercial settings. Experience of motivating people to become more active and take up appropriate healthy lifestyle options.	Experienced in delivering tailored solutions for local people and communities Experience of working with volunteers
Special Skills/ Knowledge	Basic knowledge of food and nutrition Basic knowledge of working with plants and fresh produce. Disability awareness	Supporting users specific needs in real life settings Basic knowledge of supporting people in mental health and wellbeing settings
Personal	Effective co-worker Ability to communicate effectively with all levels of staff service users and public Ability to work on own initiative and complete self-directed tasks. Ability to organise workload and meet deadlines as part of wider team Self motivated	
Interests and Motivation relevant to the job	A genuine interest in gardening and food growing, cooking and healthy eating for all. A genuine interest in development and equality issues of disabled people Engaging with local communities and the issues that matter to them	A positive approach to training and personal development of self and others
Commitment	To Equal Opportunities and Health & Safety policies. To be sensitive to issues of equality.	To self development

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Status and Review of the Role:

This Job Description is designed to identify the principal responsibilities of the post. The post holder is required to be flexible in developing the role in accordance with changes within the Company's management agenda and priorities. Consequently this job description is a non-contractual document and will be subject to review and amendment, in consultation with the postholder, in order to meet the changing needs of the service and the organisation.

Acceptance:

I, having received, read and understood the above job description and person specification, do accept them as a guide to the work I will be required to carry out. However I also acknowledge and accept that the above documents may need to be amended from time to time in line with the needs of the business:

Name	Signature	Date

Ideal for All Ltd

Registered Charity No. 1070112 – Company Limited by Guarantee No. 03196518