



Grounds and Gardens Maintenance Worker Job Description

Job title	Gardener
Responsible to	Head of Facilities and Housing
Remit of the post covers	North Kent and Medway
Hours	Part time, 20 hours per week including Saturday mornings
Salary	£12.70
Length of contract	Fixed Term 1 year
Location	Dartford Base

Purpose of the Post

This post is to carry out routine garden maintenance, to achieve gardens and lawns that are tidy and a nice area for service users and staff to spend time.

Structure of the Post

The gardener will be supervised and managed by the Head of Facilities and Housing and be accountable to the Board of Trustees of North Kent Mind.

The post will be based in the North Kent Mind Offices at The Almshouses, West Hill, Dartford, but travel to other North Kent Mind sites will be regularly required, for which travel expenses are payable. It is a condition of employment that the postholder is prepared, whenever applicable, to travel to and work at any of our premises as required within reasonable travelling distance on a temporary or permanent basis. This mobility is essential to the smooth running of our business.

A: DUTIES OF THE POST:

These duties apply to all North Kent Mind Staff, whichever service they work for.

1. To work within a framework which:
 - Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
 - Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
 - Respects, encourages and builds on individual clients' coping strategies, skills and autonomy.
 - Maintains good liaison with any other outside agencies as is necessary.
 - Promotes good joint working, links and cross-referral with North Kent Mind colleagues
2. To participate in supervision and appraisal
3. To attend Staff Meetings and service team meetings.
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

B: DUTIES OF THE POST: SPECIFIC (Gardener)

1. To maintain and develop the gardens for our main office in Dartford and the Supported Housing sites.
2. Undertake grass cutting, weed control and leaf raking.
3. Plant new trees flowers and plants using organic gardening methods and techniques where possible.
4. Maintain plant tubs and baskets.
5. To use an electric mower and powered hand tools as and when necessary to make sure all garden equipment is correctly maintained and serviced.
6. Clear rubbish and litter away from the gardens.
7. Ensure all gutters and drains are clear and free from leaves.
8. Advise on the costs of plants and any work which needs to be undertaken.
9. Ensure a safe working environment for everyone using and working within the gardens.
10. To always engage tenants where possible in the gardens and their development.
11. Maintain up to date knowledge of health and safety rules and legislation.
12. Other gardening/ landscapes/ outdoors duties (pavements, patios, fences, gates, sheds, etc.).
13. Work closely with the Housing Maintenance Worker & Maintenance worker.
14. Work closely with admin to ensure outdoor Health and Safety Assessments are completed and issues reported in a timely manner.
15. To assist with auditing assets, tools & equipment to keep gardens/ grounds area maintained and up to standards.
16. Tidy gardens, garden waste, arrange garden waste collection. Ensure garden waste bins are ready for collection dates.
17. Remove fallen trees/ bushes and keep gardens safe and tidy.
18. Maintain & repair fences.
19. Maintain and repairs garden sheds.

This list is not exhaustive duties can be added in discussion with the post holder.

PERSON SPECIFICATION

Criteria	Essential	Desirable
An awareness and understanding of how people can move forward with their lives		✓
Awareness, knowledge and understanding of gardens including maintaining them throughout the seasons.	✓	
An awareness and understanding of gardening expectations	✓	
Knowledge & ability to complete accurate H&S checks, Fire Safety checks		✓

A non-judgemental attitude to mental health service users	✓	
Ability to work within a team	✓	
Availability to work Saturday mornings	✓	
Good written skills	✓	
Excellent communication skills	✓	
Excellent Time management skills (dealing with deadlines)	✓	
Good listening skills	✓	
An understanding of the need for strong professional boundaries	✓	
Proactive and flexible approach to problem solving	✓	
Good organisation skills	✓	
Good computer skills (Microsoft Office 365, Email, Outlook Calendar, Data Base, Internet search...)	✓	
Able to work on own initiative	✓	
Car driver/owner	✓	
Ability to work flexible hours	✓	
Ability to take on physical duties	✓	