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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Relief Horticultural Trainer

**SALARY**: £13.26 per hour

**LOCATION:** Inverness Botanic Gardens, Nursery and GROW Project

**RESPONSIBLE TO:** Facility Manager

**JOB PURPOSE:**

To supervise, support, develop and train adults with variety of special needs in horticultural activities for their physical and mental wellbeing.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Implement, develop and establish a program of horticultural training awards including the ‘Grow and Learn Award’
2. Maintain and develop the GROW garden.
3. Help develop commercial opportunities.
4. Support the operations of the nursery and Botanic Gardens.
5. Recruit, develop and support a network of volunteers to help the project
6. Liaise with parents, carers, guardians, support workers, social workers and other individuals and organisations as required.
7. To provide cover as required.
8. Gardening –To be practically involved in all areas of the gardens and support those with additional needs in their activities. A good level of physical fitness is required.
9. Ensure legislative compliance in all areas, including safe working practices in accordance with current health and safety legislation and to carry out health and safety procedures as required by HLH.
10. To always comply with HLH Code of Conduct and Role Model Behaviors
11. Responsibility for the security of the building ensuring opening and closing procedures are followed. Be a key holder and be able to respond to out-of-hours call outs.
12. Ensure the cleanliness of all areas of the GROW project including toilets.
13. To support in the delivery of our obligations to Highland Council, NHS, BID and other trusted partners and stakeholders.
14. To work with the Facility Manager to achieve the objectives of High Life Highland.
15. You may be required to perform duties, appropriate to the post, other than those given in the job specification.

**OTHER DUTIES:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are common occurrence and would not themselves justify reconsideration of the grading. Because of such variations it will be necessary to update this job specifications from time to time.

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**EXPERIENCE AND SKILLS:**

**ESSENTIAL ATTRIBUTES:**

To be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following: -

**EXPERIENCE**

* Horticulture and gardening.
* Working with vulnerable adults.
* Delivering training to adults with a variety of special needs.

**EDUCATION AND QUALIFICATIONS**

No formal qualifications are required but must have a good knowledge of horticulture and be able to deliver quality training to clients from varied backgrounds, abilities and levels of competence.

* Horticulture qualification and advantage
* Current First Aid certificate an advantage.

**SKILLS / ATTRIBUTES GENERAL**

* Ability to identify training needs and deliver effective training.
* IT literate. Confident of full range of Microsoft Office software.
* Organised - with the ability to devise and implement plans to achieve objectives.
* Excellent communication skills with the ability to motivate, organise, monitor and coordinate people and continually improve quality of service.

**SKILLS / ABILITIES SPECIFIC TO THE POST**

* Plant knowledge and horticultural skills.
* Knowledge of Horticultural therapy for groups with special needs.
* An ability to work in all weathers and variety of temperatures and to perform the physical tasks of a manual gardening role.
* Ability to work flexibly to meet the needs of the post.

**INTERPERSONAL AND SOCIAL SKILLS**

* Ability to create and maintain positive, professional and trusting working relationships with staff, contractors, volunteers and all other site users.
* Maintain a warm, friendly approach to all visitors including a high standard of customer care.
* Empathy with a diverse range of people including staff, volunteers, students and trainees.
* Able to manage a rapidly changing work environment and positively manage a shift in culture.