



JOB DESCRIPTION OF SENIOR HORTICULTURAL THERAPIST (JANUARY 2020)

Overall purpose of the role: To be responsible for the development and provision of services in social and therapeutic horticulture based at the Ridgeline Trust Therapeutic Garden, 25 Whiteknights Road, Reading RG6 7BY.

Reporting to Chair (and from time-to-time to other Trustees with designated responsibilities)

Permanent, part-time role, 12-15 hours per week

Main responsibilities:

Supporting clients (in collaboration with other staff and volunteers)

- To plan develop and provide horticultural therapy and related garden-based activities all year round (including indoor educational and craft activities during inclement weather) for those with physical and learning disabilities, whether temporary or permanent; those recovering from mental illness, and those with other special needs who may be helped by horticultural therapy.
- To provide, in consultation with each client, a personal programme identifying what the client can gain from horticultural therapy, what provision can be offered, and what support can be put in place at the Ridgeline Garden.
- To set goals with each client in accordance with identified skills, abilities and interests and to monitor progress towards those goals on a seasonal basis.
- To communicate with and work alongside carers, voluntary sector organisations and statutory services, as required to ensure the clients ongoing needs are met.
- To maintain client records in accordance with Data Protection legislation.
- To ensure the confidentiality of personal information relating to clients who attend the Ridgeline garden.

Working with staff and volunteers

- To collaborate with other HT staff and liaise on suggested gardening activities for clients and volunteers to be carried out during all client gardening sessions.
- To direct the volunteers (with support from the Trustees and the Development Manager), and help them to work with confidence alongside vulnerable people attending the garden as clients.
- To communicate with volunteers on a regular basis, updating them on garden plans and developments, as agreed with the Trustees.
- To ensure that the pavilion, including the toilets and kitchen area, are left clean and tidy at the end of each session.

Management and development

- To maximise the use of the garden and the pavilion by Ridgeline's clients, and to help the Trustees to timetable most effective use of the garden.
- To maintain records, including, but not limited to, client records and garden use records, as required by and in consultation with the Trustees.

- To work alongside the Trustees and garden volunteers to plan, oversee and monitor seasonal gardening events which include the plant sale in May and the Harvest Fête in September. To be responsible for producing the plants and produce for sale at both events and to be available to attend voluntarily on both days, usually a Sunday.
- To undertake and review all activity and site risk assessments as required.
- To collaborate with other local charities, organisations and gardening groups.

General

- To promote good communication between clients, volunteers and Trustees at all times.
- To work alongside the volunteers and be responsible for the maintenance and general upkeep of the garden; this includes responsibility for ordering materials and maintaining garden machinery eg mowers, within agreed budgets.
- To be responsible for maintaining Health and Safety in the garden and pavilion during all gardening sessions and other client activities.
- To update any garden management plan in liaison with colleagues and Trustees and to suggest and help implement new design ideas for the garden when required.
- To help the trustees in preparing an annual budget for garden materials and to obtain quotes for agreed projects, as required.
- To report to and meet the Chair (or other designate) regularly to discuss and plan operational matters.
- To provide a monthly report for Ridgeline's Planning Group and to attend occasional meetings, as required.
- To facilitate client feedback and involvement of clients and volunteers in the development of new projects and services.
- To ensure the quality of the service provided at Ridgeline, using Thrive's 'Cultivating Quality', quality assurance tool as a guideline.
- To keep up to date with current research and practice within the field of social and therapeutic horticulture.

Person specification

You will have:

- recognised qualifications in horticultural therapy
- understanding and experience of working with people with disabilities and special needs
- a strong interest in and aptitude for horticulture
- excellent interpersonal and communication skills
- patience, understanding, tolerance and the ability to work with a range of people
- analytical skills and the ability to make accurate assessments
- the ability to motivate and encourage others
- the capacity to use your initiative and work independently
- good organisational skills
- an aptitude for leadership and also for collaborative working

The post-holder will be required to undergo an Enhanced DBS check