NHS
Rotherham Doncaster and South Humber
NHS Foundation Trust

Volunteer Role Description

Role Title	Volunteer Gardener
Purpose of the role	To assist in managing green and natural areas within the hospital to provide an enhanced environment for patients, visitors and staff to enjoy. The purpose of the role is to work with direction of the recruiting manager to undertake maintenance of the garden and courtyard area. AND / OR Supporting our wards to develop their own ward garden spaces to become a more therapeutic and recovery focused area. This activity may involve gardening activities on and off the ward, as we will have areas developed for patients to access and grow plants for seeds as well as therapeutic areas for patients to explore off the ward whilst remaining in the safety of the hospital grounds internally.
Where	Either the Brambles or Glades Ward, dependent on preference. Brambles has a small garden toward the back of the building where many of the structured gardening tasks take place.
When	To be agreed with the Supervisor of the service area • Minimum commitment of 4 hours (session per week)
Tasks to be undertaken	Volunteers will work with hand tools on a variety of tasks as suits their skills and aptitude. Much of the work in the garden and grounds involves physical activity combined with an eye for detail and finish. The volunteer is required to stay within the tasks identified as follows; • Watering and feeding plants trees and shrubs • Hand weeding, hoeing, staking, deadheading, and cutting back in borders • Maintaining good access e.g. path maintenance, sweeping slabs • Bed renovation and grounds development • General maintenance e.g. Removal of debris, litter picking, power hosing • To report any damage to the Supervisor
Tasks not to be undertaken	• Supervision or management of other volunteers • Any clinical care or tasks • Provide advice or counselling. • Recording or checking patient notes, including use of electronic patient records • Delivery / transport of stock to take out to nurses and / or patients in the community • Any actions which might be outside of your physical or technical capabilities
Skills, Attitudes and Experience needed	• Basic knowledge and experience of gardening • Able to follow instructions • Tidy and methodical • To be punctual and reliable • To adhere to the dress code for the area in which they volunteer. To aid recognition by staff, patients, service users and visitors you must wear your ID badge at all times. • Be able to work as a member of a team. • To behave professionally and treat others with dignity and respect at all times and adhere to the principles of the Trusts Equality and Diversity Policy
Training	• Trust Induction and annual mandatory and statutory training • Training specific to the role
Risk Assessment	• Service to undertake the volunteer risk assessment at least annually, and / or in accordance with any changes as required (i.e. environmental changes)

Support / Supervision	• Day to day supervisor: To be agreed upon commencement. Depending on the nature of the volunteer role and the supervisory needs of the volunteer, the nature of the supervisory relationship may range from day to day oversight of the work, along with availability of the supervisor for advice, to some level of formal supervision, • Responsible Manager of service area: Title Team Leader / Title Service Manager • Peer Supervision: to be provided on request via Volunteer Coordinator
Expenses and Recognition	• Reimburse the cost of travelling expenses to and from the volunteer role area • Provide volunteers with a meal if they work for more than four consecutive hours in any one day. • Annual volunteers celebration
How to apply / what happens next	Information to be completed by the Responsible Manager and agreed with the Volunteer Coordinator
Created, by whom	• Day to day supervisor: To be agreed upon commencement. • Responsible Manager: To be agreed upon commencement • Volunteers Coordinator Date