



Project Worker Job Description

JOB TITLE: Part Time Project Worker

ACCOUNTABLE TO: Management team

HOURS OF WORK: Tuesday & Friday 8.45am-3.45pm

MAIN PURPOSE OF THE JOB:

- To support the team and the Manager in providing a high quality provision for people with learning disabilities, mental health conditions and those who are autistic.
- To organise and participate in indoor and outdoor activities around gardening, conservation, social enterprise, horticulture, conservation, hospitality and health and wellbeing.
- To carry out all duties as instructed in a satisfactory manner and in accordance with BTW's philosophies, values, principles, aims and objectives.
- To work within legal requirements; relevant policies, procedures and guidelines.
- To take joint responsibility for organising Gardener activities, which support the maintenance, upkeep and development of the walled garden.

MAIN DUTIES

1. Trainee Support

- 1.1 To support, engage and supervise Gardeners, leading a range of indoor and outdoor activities. Demonstrating tasks and encouraging their participation in such. As and when necessary leading a range of indoor activities such as cookery, crafts, wood work, shop and café work etc as agreed with Gardener reviews and support plans.
- 1.2 In conjunction with relevant BTW's personnel and other professionals, participate in devising, maintaining, monitoring, updating and recording of information in relation to Gardeners support plans.
- 1.3 To participate in regular team meetings, contributing to discussions about Gardeners care plans and individual plan targets. To inform other members of the team and the Manager of any changes in Gardeners health, behavioural, emotional, psychological or mental health, or current issues so that support can be sought if necessary.
- 1.4 To provide required support in line with Gardeners personal care plans. It is expected this will be dealt with in a manner which will maintain the dignity of the Gardener at all times.
- 1.5 To ensure that the care and support given to Gardeners by the team is consistent and the team is working to shared aims and objectives; Positive behaviour support plans and care plans are followed consistently.
- 1.6 To actively create and support opportunities for each Gardeners to have their views represented.
- 1.7 To provide the Gardeners with support and guidance. Provide a positive role model in respect of independent living, interpersonal and self help skills. Monitoring individual Gardeners training and development.



2. Health and Safety

- 2.1 To carry out all individual responsibilities as defined by the organisational policy and the Health & Safety at Work Act including participating on the cleaning rota.

3. Administration & Finance

- 3.1 To complete, maintain and store all necessary records (for example-accident & incident reports, record financial transactions, OneNote documentation, staff communication, minutes of meetings, reports, etc.) and meet deadlines as defined.
- 3.2 To complete own records related to own employment (for example- appraisals, training requests, using the HR online system).
- 3.3 To undertake any delegated responsibilities in relation to the organisation's business plan.
- 3.4 To deal with all information in line with the organisation's policy and procedure with regard to confidentiality and data protection (GDPR) policies.

4. Relationships and Communication

- 4.1 To work as an integral member of the team, supporting each team member to achieve positive experiences for the Gardeners.
- 4.2 To attend and participate in meetings, recording minutes and obtaining records, as required.
- 4.3 To encourage Gardeners to develop positive, appropriate relationships with others.
- 4.4 To develop positive, professional, effective working relationships with relevant BTW personnel and external professionals.
- 4.5 In a professional manner, take and relay both written and verbal messages, taking appropriate action when required.
- 4.6 To immediately report to the Manager the receipt of any complaint regarding staffing, care or facilities.
- 4.7 To report all relevant information/changes in Gardener needs to the rest of the team and the Manager.
- 4.8 To present oneself in a professional manner at all times;

5. Training and Development

- 5.1 To participate in the supervision process and performance reviews: participating in setting and achieving own development/performance objectives and making changes in practise as required.
- 5.2 To attend and participate in internal and external individual and team training and development activities.
- 5.3 To actively participate in the induction.
- 5.4 To review own training and implement changes in practise.

6. Development and Maintenance of the Beyond the Wall Site

- 6.1 In conjunction with the Manager, develop an annual timetable of activities which support the development and maintenance of the walled garden.
- 6.2 In conjunction with Manager, agree upon a detailed programme of monthly tasks and opportunities within the annual timetable and carry these out with Gardeners and other members of the staff team as required.



6.3 Take responsibility for carrying out regular checks on tools, equipment and machinery used in tasks, and ensuring that necessary repairs are made;

To carry out any other duties that may be reasonably expected.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed on an annual basis.

Revision History		
Date	Details	Author
March 2023	New job description	Rozelle Bettesworth