

## **Job Title: Garden Centre Team Leader**

Reports To: Garden Centre Manager

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### **Job Purpose**

To assist in the successful day to day running of the Garden Centre and Plant Nursery.

To provide direct support to our Staff, Volunteers and People with learning disabilities and Autism who attend our horticulture workshops held at the Garden Centre.

### **Key Responsibilities**

1. To support in the day to day running of the Garden Centre, providing management cover in the absence of the Garden Centre Manager.
2. To ensure that health and safety requirements are adhered to at all times with regards to staff, volunteers and customers.
3. To assist the people we support with horticultural activities and routines, life skills, general cleaning tasks and promote healthy lifestyle choices.
4. To provide excellent customer service at all times.
5. To ensure that there is adequate stock at all times by carrying out out stock control checks and ordering through approved suppliers.
6. Use of Epos and other organisational systems (Norish and Sona) in line with organisational policy.
7. To ensure all growing and retail areas are always maintained to a high standard, including display areas.

8. To undertake general plant care e.g. watering, feeding, dead heading and pruning of plants.
9. To attend meetings and training as required.

## Person specification

Factor	Essential	Desirable
Skills, Competency & Values	<p><b>Communication – verbal and written</b> - Basic numeracy, literacy and admin skills. Good listening skills, communicates effectively (Inc. written)</p> <p><b>Values</b> – Demonstrates company values. Self-motivated and enthusiastic to learn new skills. Demonstrates an inclusive approach at work and supportive to colleagues.</p> <p><b>Committed</b> - Committed and motivated towards working with adults with a disability, desire to continuously learn.</p> <p><b>Practical Approach</b> - Logical with a practical common-sense approach to situations. Able to support others to carry out domestic tasks.</p> <p><b>Team</b> - Team player, positively contributes towards the team. Skills and interests match the person being supported.</p> <p><b>Planning</b> - Manages own workload and priorities. Thinks outside of the box to find solutions/options</p>	
Education and Qualifications	UK Driving Licence and business insurance (if specified for the role)	

<b>Knowledge</b>	<p>Horticultural knowledge.</p> <p>Understanding of Person Centred Support, choice and empowerment.</p> <p>Basic understanding of Health and Safety.</p> <p>Training/knowledge in relevant areas.</p>	
<b>Experience</b>	<p>Previous Horticultural experience.</p> <p>Previous experience as a Support Worker or similar sector experience</p>	
<b>Other Specific Requirements</b>	<p>Available to work variable shifts as per rota, Inc. weekends, bank holidays.</p> <p>Committed to equal opportunities and diversity.</p> <p>Appointment is subject to an enhanced Disclosure and Barring Service check (DBS) Check and eligibility to work in the UK.</p>	