

Job Title: Workshop Coordinator and Facilitator

Reports To: Garden Centre Manager

Job Purpose

To coordinate the provision of the workshops where appropriate, in collaboration with the Garden Centre Manager. To facilitate the workshops, mentoring attendees to complete assigned tasks.

Note: this Job Description should be used alongside the Garden Centre Assistant Job Description. This is the primary role for some colleagues and a secondary role for others; however, all colleagues are expected to fulfill the Garden Centre Assistant Job Description.

Key Responsibilities

1. As a Workshop coordinator, work collaboratively with the Garden Centre Manager to understand who is attending workshops and what tasks they will complete. Tasks to range from support with seasonal horticulture activities to projects to create items to take away.
2. Facilitating the workshops as required, providing job mentoring to attendees and ensuring they feel comfortable being there and have a clear understanding of what they are doing and why.
3. Being able to adapt to different ways of learning and mentoring to meet the needs of the workshop attendees. Showing flexibility to move between direct instruction and working alongside attendees to achieve outcomes.
4. As a Workshop coordinator, ensuring that all relevant administration is completed prior to and post workshop attendance. Providing feedback to family and support workers when requested and alerting them to any concerns raised or observed during the workshop.

5. To complete any relevant training associated with providing appropriate mentoring and support to the workshop attendees.

Person specification

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

	Training/knowledge in relevant areas.	
Experience	Previous Horticultural experience. Previous experience as a Support Worker or similar sector experience	
Other Specific Requirements	Available to work variable shifts as per rota, Inc. weekends, bank holidays. Committed to equal opportunities and diversity. Appointment is subject to an enhanced Disclosure and Barring Service check (DBS) Check and eligibility to work in the UK.	