

# GARDENER VOLUNTEER ROLE DESCRIPTION

## ABOUT WILLOW BURN VOLUNTEERS

Volunteers use their time, skills and experience to enhance the provision for our patients and to support the staff in delivering a high-quality experience for all and as such will:

- Have enthusiasm and commitment to Willow Burn Hospice, our mission and values.
- Give a realistic time commitment, whilst there is no minimum number of hours required, most of our volunteers give at least four hours a week.
- Work under the direction of staff to deliver a high-quality service
- Respect the privacy of patients and families
- Undertake training necessary for the role
- Make links with the community and share Willow Burn's messages

## OUR VISION

We are part of a community where we treasure lives and everyone is supported to live well and die well.

## OUR VALUES

**Caring:** We put care, compassion and dignity at the heart of everything we do.

**Aspiring:** We are passionate about delivering high quality, personalised services.

**Responsible:** We are a responsible organisation that people can trust.

**Empowering:** We support and enable people to make the choices that matter to them.

## PURPOSE OF THIS VOLUNTEER ROLE

To maintain the outdoor areas in the vicinity of Willow Burn Hospice.

To create an attractive, welcoming exterior in keeping with the high standards of the Willow Burn buildings and to help us to generate an income from plant sales.

## POINT OF CONTACT

Head of Facilities and Administration or Estates Office

## TASK DESCRIPTION

- Sign in and out in main building before and on completion of work
- Attend/complete any moving and handling and health and safety training, including annual reviews and updates
- Maintain and keep tidy the grassed areas

- Develop and maintain flower beds, remembrance garden (where the Everlasting Leaves tree is and any other memorial areas)
- To use our greenhouses to help us to grow plants to sell in our garden gift shop, The Potting Shed.
- To maintain any plants for sale outside The Potting Shed.
- Keep gardening equipment in good repair
- Have an awareness of those using the facilities and keep disruption to a minimum
- Respect the privacy and confidentiality of all patients and their families at all times as per the volunteer confidentiality policy

### **PERSONAL SPECIFICATION FOR GARDENER VOLUNTEERS**

- In good health
- Interest and knowledge of basic gardening skills
- Awareness of health and safety issues in the outdoors and in the use of gardening equipment
- Self-awareness and able to use initiative
- Good communication skills
- Team player
- Good sense of humour
- Tact and diplomacy in dealing with a variety of situations

### **ADDITIONAL REQUIREMENTS**

- To ensure in all circumstances that you represent Willow Burn in a positive light.

The above is indicative of the tasks to be carried out and will change from time to time in consultation with the volunteer and in line with service needs.

All duties are to be carried out in accordance with the law, the Willow Burn Hospice philosophy, policies and procedures, the placement contract (if applicable) and in the spirit of fairness and equality and other professional guidelines.