

**Maggie Keswick Jencks Cancer Caring Centres Trust**  
**Job Description**

<b>1. JOB TITLE:</b>	<b>Gardener - sessional</b>
<b>REPORTS TO:</b>	<b>Centre Head</b>
<b>PROFESSIONAL SUPERVISION:</b>	N/A
<b>RESPONSIBLE FOR:</b>	N/A
<b>LIAISES WITH:</b>	<b>Centre staff; volunteers; people affected by cancer</b>
<b>PAY BAND:</b>	<b>Hourly rate as agreed by Maggie's</b>
<b>BASE:</b>	<b>Maggie's Highlands</b>

## **2. JOB SUMMARY**

To deliver therapeutic gardening sessions for the benefit of people: diagnosed with cancer; undergoing cancer treatment; recovering from treatment or surgery; or approaching end of life; as well as their families and friends.

The post holder is responsible for delivering the overall maintenance of the gardens at a Maggie's Centre and for the recruitment and management of volunteers to support with the garden maintenance programme.

In addition they will support the Centre through the organisation of occasional sessions involving corporate volunteers in collaboration with Maggie's Corporate Partnerships team.

## **3. KEY RESULT AREAS**

### **KRA 1. Primary job requirements:**

#### **Maggie's Centre Gardening Group:**

1. Facilitating therapeutic gardening groups for Maggie's Centre users.

2. Designing a range of seasonal gardening and garden-related activities, both indoor and out (e.g. making Christmas/winter wreaths, bulb planting etc) in liaison with the Centre Head.
3. Integrating gardening with other aspects of Maggie's programme such as nutrition e.g. nutritional value of herbs.
4. Ensuring that the group is able to work safely, with sensitivity to individuals' possible health issues and undertaking risk assessments where needed.
5. Should Maggie's develop a programme with Thrive in the future, undertake an evaluation of the activities as outlined by the Programme Director.

### **Garden Maintenance:**

Ensure that the garden is maintained, in line with the landscape maintenance plan where available, to include the following:

1. Dead-heading, pruning, tying-in and training climbers, weeding and tidying beds.
2. Monitoring plants for signs of pests/diseases and treating as necessary.
3. Undertaking any necessary care of sculptures and informing the Centre Head of any damage or need for exceptional maintenance.
4. Sweeping all paved areas and maintaining gravelled areas as appropriate.
5. Removing tree leaves from borders and areas of hard landscaping.
6. Removing all deleterious materials from hard surfaces/planting beds, and maintaining the site in a clean tidy condition.
7. Mulching borders with a 50 mm layer of mulch in late winter, at the end of tree leaf fall.
8. Reporting any plants that are dead, dying or otherwise defective, and arranging suitable replacements as agreed with the original landscape designer.
9. Watering pots, baskets etc throughout.
10. Reporting any damage or dangers to the garden (e.g. broken irrigation pipes, unsafe trees) to the Maggie's Centre Head.
11. Ensuring that gardening equipment is in good working order before it is used each time.
12. Undertaking other site specific actions as required.

### **Maggie's Centre Volunteers:**

1. Recruiting suitable horticulture or garden design students and appropriate others as volunteers to assist with general garden maintenance.
2. Arrange volunteer inductions before they commence gardening work.
3. Supervise volunteers in a range of garden maintenance activities, ensuring that they work safely and undertaking appropriate risk assessments of given tasks.

**Corporate Volunteer Sessions:**

1. To organise occasional sessions (e.g. to undertake winter digging of vegetable beds or planting of bulbs), involving corporate volunteers, in liaison with the Maggie's Corporate Partnerships team.
2. Arrange volunteer inductions before they commence gardening work.
3. Supervise corporate volunteers in a range of garden maintenance activities, ensuring that they work safely and undertaking appropriate risk assessments of given tasks.

**Person Specification - Gardener – sessional**

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Recognised qualification in horticulture/gardening</li> <li>• Certificate or Diploma in Horticultural Therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Occupational Therapy or other relevant health-care qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Professional gardener with experience of maintaining planting and hard landscaping</li> <li>• Planning group sessions and activities</li> <li>• Working with people who have health problems ranging in severity</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinating volunteers</li> <li>• Measuring, recording and evaluating outcomes</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Strong verbal communication skills</li> <li>• Strong personal organisation and co-ordination skills</li> <li>• Ability to build rapport with a range of people</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Good standard of literacy and numeracy</li> </ul>
Physical Requirements	<ul style="list-style-type: none"> <li>• Ability to participate in regular, active gardening</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Flexibility in the working environment</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid certificate</li> <li>• Full clean driving licence</li> </ul>