

Earthworks Support Worker JOB DESCRIPTION

Job title:	Earthworks support worker
Hours:	35 hours per week Monday – Friday, 9:15am – 4:35pm
Contract type:	1 year fixed term
Responsible to:	CEO and Deputy CEO
Site location:	Earthworks, Hixberry Lane, St. Albans AL4 0TZ
Purpose of post:	To support Earthworkers (adults with a learning disability) to engage in social and therapeutic horticulture and nature-based activities.

Specific Responsibilities

- Work with, train and support Earthworkers in outdoor skills and activities, primarily at the Earthworks Hixberry Lane site.
- Provide high quality person centered care, enabling individuals to achieve and develop.
- Assist with projects and activities on and off site as necessary, this may include but is not limited to: horticulture, conservation, crafts, maintenance of site and event preparation. Occasional out of hours work (e.g. evening and weekend) may be required, remuneration will be made by agreement in the form of time off in lieu.
- Supervise Earthworkers during their tea and lunch breaks.
- Follow strict cleaning and sanitizing procedures including but not limited to tools, surfaces, toilets and kitchen.
- Make a daily record of jobs and activities completed by Earthworkers and regularly update the central spreadsheet.
- Make a daily record of observations, accidents and incidents in line with procedures and regularly update the central spreadsheet.
- Manage behaviors of distress in line with Earthworks' policy, including the completion of incident forms.
- Escalate safety, wellbeing and safeguarding concerns in line with procedures.
- Work with the coordinators to identify jobs and activities.
- Assist the coordinators to monitor Earthworkers' goals.
- Direct volunteers where required
- Check and respond appropriately to emails.
- Be physically fit, able and willing to work outdoors year-round in all weathers.

General Duties and Responsibilities

- To fully understand and be committed to the general aims, objectives and values of Earthworks.

- To act in accordance with the Data Protection Act (2018) and General Data Protection Regulations.
- To act in accordance with the Health & Safety at Work Act (1974) and the organisation's Health & Safety policy.
- Work within Earthworks policies and procedures to provide a high quality of service and in particular, to always have a high regard for the organisation's equal opportunities and safeguarding policies.
- To attend regular supervision sessions and an annual appraisal.
- Attend training and access development opportunities as necessary or appropriate (flexibility of working hours may be required to accommodate this).
- Have a keen interest in, and experience of, one or more of the activities undertaken at Earthworks: horticulture, conservation, woodworks, minor construction, sustainable technology, organic growing and country crafts.
- Attend staff meetings
- Work flexibly where required to meet the needs of Earthworks.
- Support the training and development of Earthworkers, volunteers, placement students and other staff.

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 periodically.