

## PERSON SPECIFICATION

### Coordinator

#### About you

We are looking for candidates who can demonstrate the skills and experience listed in the paragraphs and table below. If you don't meet certain elements of the below - but still feel you have the potential to thrive in this role, we would welcome your application.

We are recruiting for multiple coordinator positions to cover 2FTE (full-time equivalent) vacancies. We are looking to flexibly fill roles with 2-3 individuals who share our values and whose skills compliment those of our current staff team to meet the needs of Earthworks.

We would particularly like to hear from candidates who have skills, knowledge and experience in hard landscaping, DIY and woodworks to balance the skillsets of our current team, as well as those who have a background in learning disability support, particularly in social and therapeutic horticulture settings. Other priority skills areas include permaculture and habitats management.

Interview priority will be given to candidates who are able to demonstrate skills, knowledge and experience in our priority areas.

Area	Essential	Desirable
Qualification and education	<p>Hold or be willing to work towards mandatory social care qualifications/training including but not limited to Induction care training and Oliver McGowen Tier 2 training.</p> <p>Hold or be willing to work towards achieving an Emergency First Aid at Work or First Aid at work qualification.</p>	<p>Certification in the use of gardening machinery such as; petrol driven lawn mower, strimmer and hedge cutter.</p> <p>Nationally recognised care / learning disability support qualification.</p> <p>Vocational qualifications and/or training in any of Earthworks' activities or site maintenance.</p>

Area	Essential	Desirable
		Full manual driving licence and willingness to drive Earthworks' vehicles.
Skills, knowledge, experience and competencies	<p>An awareness of the statutory obligations to safeguard and protect adults at risk/vulnerable people and children and an ability to apply this to your work.</p> <p>Ability to problem solve and work using own initiative.</p> <p>Ability to work as part of a team and on your own.</p> <p>Strong verbal and written communication skills, with an ability to communicate appropriately and effectively with Earthworkers, families, colleagues and professionals.</p> <p>Good basic IT skills including use of Microsoft Office suite.</p> <p>Ability to manage your time, working effectively to meet deadlines and manage own work flow.</p>	<p>Knowledge and experience of general facilities maintenance including DIY, basic repairs and maintenance of equipment and / or grounds &amp; facilities.</p> <p>Knowledge, skills and experience in permaculture and/or habitats management.</p> <p>Experience of supporting autistic people, people with learning disabilities and / or mental health concerns.</p> <p>Applied knowledge of current good practice and relevant legislation in the field of social care.</p> <p>Experience of working in a support role within a therapeutic horticulture or green care setting.</p> <p>Experience of delivering contract gardening services for customers.</p> <p>Competent application of hard landscaping skills.</p> <p>Garden machinery use and maintenance.</p> <p>Setting tasks for volunteers and supervising their work.</p> <p>Advanced IT skills.</p>

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
Physical requirements	<p>Physically fit enough to undertake a wide range of outdoor activities.</p> <p>Physically able to work outdoors most of the time in all weathers.</p>	
Personal qualities	<p>Positive attitude towards disability and difference and a commitment to inclusion.</p> <p>Good inter-personal skills.</p> <p>High levels of discretion, empathy and sensitivity.</p> <p>Adaptable: ability to adjust to unplanned changes, challenges and opportunities.</p> <p>Friendly, welcoming, confidence inspiring, patient, approachable, trustworthy, fair, reliable and consistent.</p>	Creative thinker
Professional conduct	<p>Willingness to work within and promote the values, ethos and principles that underpin the activities and services of Earthworks St Albans.</p> <p>Commitment to maintaining professional boundaries.</p> <p>Commitment to high standards of health and safety in the workplace.</p> <p>Commitment to horticulture and environmental awareness as therapeutic activities.</p> <p>Commitment to maintaining confidentiality in line with relevant policies and procedures.</p>	

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Willingness to undertake out of hours' work from time to time (e.g. open days, events, farmers' markets, training, meetings etc.) for which time off in lieu will be given.</p> <p>Willingness to undertake training, learning and development as necessary / appropriate.</p> <p>Willingness to work in accordance with Earthworks policies and procedures.</p>	