

Earthworks Coordinator JOB DESCRIPTION

Job title: Coordinator

Purpose of post: To provide high quality support and enablement opportunities for Earthworkers/Gardeners (adults with a learning disability or other support needs) in social and therapeutic horticulture and nature-based activities. To take joint responsibility for organising activities to support the maintenance and development of the Earthworks site.

This is an evolving job description, it will be fully defined upon appointment and reviewed regularly, subject the evolving needs of the organisation and the skills of the appointee.

Conditions and benefits

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| Place of work | Earthworks St Albans, Hixberry Lane, AL4 0TZ |
| Salary | Coordinator salary bracket is £24,479 - £26,000 pa To meet our recruitment priorities and dependent on skills and experience, we are expecting to fill 1FTE (full-time equivalent) position at the entry level of this salary bracket and 1FTE position in the mid-upper point. |
| Working hours | 2FTE (full-time equivalent) roles are available. Full time hours are 35 hours per week Monday – Friday, 9:15am – 4:35pm. A combination of full and part time positions will be considered to cover the 2FTE vacancies. Some evening and weekend working will be required, for which time off in lieu will be given. |
| Contract type | Either full-time or part-time permanent contract |
| Reports to | Care and Support Manager |
| Probation | 5 months (organisation standard) |
| Annual leave | 28 days per year pro rata (3 of which are fixed as the 3 working days between Christmas day and New Year’s Day); plus all usual bank and public holidays pro rata (usually 8 in a leave year but this may vary due to the dates of Good Friday and Easter Monday). The holiday year runs from April 1 st – March 31 st |
| Other benefits | Pension (Employer contributions 5%) Care Professional Academy Rewards. |

Recruitment is subject to enhanced DBS check (including adult and children’s workforce barred list checks) and verified references.

Main Responsibilities

- Work with, train and support Earthworkers and Gardeners in horticulture, land-based and nature-based skills and activities, primarily at the Earthworks Hixberry Lane site.
- Provide high quality person-centred care and support, enabling individuals to develop and achieve their aspirations.
- Undertake specific responsibilities and associated tasks in relation to areas of site and/or service delivery (to be defined upon appointment).
- 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) will be required, remuneration will be made by agreement in the form of time off in lieu.
- Identify jobs, plan and deliver activities alongside the staff team in line with seasonal priorities.
- Supervise and engage with Earthworkers/Gardeners during their tea and lunch breaks. On a flexible rota basis, make and distribute drinks at break and lunch times.
- In line with procedures, make daily records including jobs & activities completed by Earthworkers/Gardeners, goals & progression and observations, accidents & incidents.
- Manage behaviours of distress in line with Earthworks' policy, including the completion of incident forms.
- Identify and escalate safety, wellbeing and safeguarding concerns in line with procedures.
- Support and direct volunteers where required.
- Prioritise and manage your time adaptably and effectively between practical and desk-based responsibilities and tasks.
- Regularly check and respond appropriately to email correspondence.
- Share the responsibility for cleaning the toilets, kitchen and other areas of site on a flexible rota basis.
- Be physically fit, able and willing to work outdoors year-round in all weathers.

General Duties and Responsibilities

- Fully understand and be committed to the general aims, objectives and values of Earthworks.
- Support Earthworkers and other service users, providing a high level of person-centred care in line with the Care Act (2014) and Hertfordshire County Council's Connected Lives approach.
- Act in accordance with the Data Protection Act (2018) and General Data Protection Regulations.
- Maintain a safe working environment and 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.
- Attend and engage proactively in regular supervision sessions and an annual appraisal.
- Be committed to learning and development. 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, landscaping, minor construction, sustainable technology, organic growing and country crafts.
- Attend and contribute to staff meetings (flexibility of working hours may be required).
- Assist in publicity for Earthworks; write articles for the website and contribute to the Project Group News and newsletters.

- Utilise the file storage and IT systems in place to access, create, store and share desk-based work in line with the specific responsibilities of your role and within Earthworks' policies, procedures and ways of working.
- Liaise with outside organisations where relevant to the role, to create and maintain positive working relationships.
- Work flexibly where required to meet the needs of Earthworks.
- Support the training, learning and development of everyone within the Earthworks community in line with your specific role and responsibilities including: Earthworkers, Gardeners, volunteers, placement students and other staff.

This is an evolving role and the job description will be regularly reviewed. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.