**Job Description – Gardening Service Manager**

**About us**

Sheffield Flourish is an award-winning innovative charity. We aim to support people living with mental health conditions to use their skills, ideas and talent to build the lives they wish to lead.

Our organisation manages two websites: Sheffield Flourish and the Sheffield Mental Health Guide. Alongside this, we support community organisations working in creative arts, gardening and vegetable growing, football and more (check out CAST, Oasis, and Brunsmeer Awareness FC).

Sheffield Flourish is committed to making the most of the assets in our community, working collaboratively with our community wherever possible. We use digital wherever it works, but also recognise the need for face to face interactions.

Our values are very important to us and run through all of our activities:

* We stand for hope and positive change
* We engage critically and constructively with key issues in mental health
* We are realistic about the barriers and exclusions which people living with mental health conditions have to face
* We strive to be inclusive and respectful
* We value the knowledge, ideas, and skills of people living with mental health conditions
* We are innovative and creative

In delivering our aims and objectives we aim to build confidence, improve wellbeing, increase understanding of mental health issues, challenge stigma, and reduce social exclusion and isolation.

We are a small hard-working team, ambitious for change and keen to make a significant positive impact on mental health in Sheffield and beyond.

**The Role**

Our Gardening Service Manager will join our small and supportive team, running a garden maintenance social enterprise that works mainly in the upkeep of residential gardens. The successful candidate will be able to complete a range of gardening tasks to a high standard and support a team of 5 associate gardeners to do the same. As a social enterprise, the role is responsible for overseeing the business development, planning and delivery of contract gardening activity and therefore requires someone with the confidence and experience of generating sales, responding to new customers, budgeting and other administrative duties such as planning rotas and organising.

The gardening business uses its surplus to fund the running of our mental wellbeing gardening groups. As part of weekly activities and to ensure we maintain the link between wellbeing activities and the gardening enterprise, the Gardening Service Manager will run a weekly Monday group at Lowedges until October 2023 and provide cover support for the Oasis Manager to run our main Tuesday wellbeing gardening group.

We are also looking for candidates with an understanding of and commitment to our values (see above).

**Key responsibilities**

**Responsible to: Oasis Manager**

**1. Oasis Gardening Contract Work**

* Work in customers’ gardens, offering services such as mowing, hedge trimming, weeding, pruning, clearing, planting and more.
* Be responsible for maintaining health and safety practices; risk assessing and ensuring other staff/volunteers follow procedures, with support from Sheffield Flourish’s health and safety officer.
* Be able to drive the Oasis van to jobs with tools and equipment, workers and/or volunteers.
* Creating a supportive environment, helping the other gardeners to develop skills and confidence, and enjoy their work.
* Liaising with customers in a friendly and positive way, representing Oasis gardening and the wider charity Sheffield Flourish.
* Planning the work-week, publishing weekly schedules, overseeing the upkeep of vans, tools and equipment, buying materials.
* Carrying out business development through the creation and improvement of systems in collaboration with the gardening team.
* Working with Sheffield Flourish digital team to promote the gardening service to potential new customers
* Working with the finance officer to create a budget and profit and loss forecast, as well as measuring KPIs.

**2. Oasis Gardening Sessions**

* Provide weekly gardening sessions for volunteers and attendees on a Monday afternoon from 1 – 4:30 until October 2023.
* Provide occasional cover for the Oasis Manager in the running of groups on Tuesday afternoons (1:30 – 5pm summer / 12:30 – 4pm winter)
* Work with attendees to manage the gardening tasks throughout the growing season. Guide volunteers in the skills required to manage the polytunnels and vegetable garden.
* Prepare and delegate jobs to support and train new and current attendees.
* Be responsible for maintaining health and safety practices; assisting attendees to follow procedures.
* Be responsible for the administrative tasks of attendee records and contributing to a weekly email to attendees.
* A commitment to our guiding principles and wider organisational aims and objectives.
* Communicate with the Oasis Manager any concerns through a weekly debrief of sessions.

**3. Sheffield Flourish**

* Work with Oasis Manager and wider Sheffield Flourish Network to develop Oasis.
* Regular attendance at the monthly enterprise network meeting

**4. Personal Development**

* Keep up to date with current developments and communications around areas of your role
* Commitment to engaging in support and supervision with the Oasis Manager

**5. Culture and policies**

* Work with the Oasis team and volunteers in accordance with the culture, values and policies of Sheffield Flourish.

**Person specification**

You will need to demonstrate evidence of the following attributes, skills, knowledge and experience:

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| Experience of operating a business including budgeting, organisational growth and development | Essential |
| Experience of a wide range of garden maintenance work (at least 2 years), including horticultural knowledge, specifically around common domestic plants | Essential |
| Experience of managing and motivating staff | Essential |
| Excellent customer service skills | Essential |
| Evidence of positive mental health values including an understanding of the challenges faced by people experiencing mental health conditions / lived experience of mental health problems | Essential |
| A full clean driving licence | Essential |

**Terms of employment**

* You will be employed by Sheffield Flourish
* Hours: 30 hours per week
* A job share would be considered
* An enhanced DBS check will be required.
* Salary will be £22,322 (pro-rata)

**To apply**

For further information and to download the application form please visit the website [www.sheffieldflourish.co.uk](http://www.sheffieldflourish.co.uk/) or email [info@sheffieldflourish.co.uk.](mailto:info@sheffieldflourish.co.uk) To apply complete the application form and send to the above address.

Deadline for applications: 11:59pm on 13th April

Interviews will be held on: the mornings of 18th or 21st April