**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.

**Oasis Gardening**

Oasis Gardening is one of Sheffield Flourish’s enterprises that combines wellbeing gardening activities that support people with their mental health, and a garden maintenance business that works mainly in the upkeep of residential gardens. The gardening business uses its surplus to fund the running of our mental wellbeing gardening groups.

This is an exciting time for Oasis Gardening, as we are looking to refocus the work of the business to ensure stronger links with the wellbeing gardening and values of Flourish. We are looking for a Gardening Service Manager to help with this development.

**The Role**

Our Gardening Service Manager will join our small and supportive team, running the gardening business. The successful candidate will support a team of associate gardeners to complete paid gardening work. As a social enterprise, the role is focused on overseeing the business development, planning and delivery of contract gardening activity and therefore requires someone with the confidence and experience of managing a team, generating sales, responding to new customers, budgeting and other administrative duties such as planning rotas and organising. The role will not include the delivery of gardening work.

The Gardening Service Manager will work closely with the Oasis Manager to develop closer links between the wellbeing gardening and contract gardening service, as an opportunity for personal development for people accessing the wellbeing gardening. 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**

* Develop the business to ensure it is financially viable and contributes towards the mission and values of Sheffield Flourish.
* Develop and maintain health and safety practices; risk assessing and ensuring other staff/volunteers follow procedures, with support from Sheffield Flourish’s health and safety officer.
* With the support of the Managing Director, review the structure of the gardening service, including current associate gardening contracts to ensure a supportive employment environment, helping the gardeners to develop skills and confidence, and enjoy their work.
* Liaise with customers in a friendly and positive way, representing Oasis gardening and the wider charity Sheffield Flourish.
* Plan the work-week, publishing weekly schedules, overseeing the upkeep of vans, tools and equipment, buying materials.
* Working with Sheffield Flourish digital team to promote the gardening service to potential new customers
* With the support of the Finance Officer, creating a budget and profit and loss forecast, invoicing customers and measuring KPIs.

**2. Sheffield Flourish**

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

**3. 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/Managing Director

**4. 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 developing and maintaining a business including budgeting, organisational growth and development | Essential |
| An interest in gardening | 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 |

**Terms of employment**

* You will work from Sheffield Flourish offices with the opportunity to work from home when appropriate.
* Hours: 15 hours per week
* An enhanced DBS check will be required.
* Salary will be £25,409 - £27,852 (pro-rata) depending on experience

This role is a temporary contract for 6 months to develop the business, after which the role may become permanent and there will be an opportunity to review hours/salary.

**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. To apply complete the application form and send to the above address.

Deadline for applications: Monday July 3rd at 12pm

Interviews will be held on: Friday 7th July