**Job Description – Head Gardener**

**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.

**About Oasis Gardening**

Oasis Gardening focuses on two types of activity.

Firstly, we run regular gardening groups which support people to improve their mental health and wellbeing through gardening, being outdoors, and being part of a supportive group.

Secondly, we run a garden maintenance service, across Sheffield, predominantly focused on private gardens, offering regular maintenance and one-off gardening jobs. Income made from the garden maintenance service supports the mental health sessions that Oasis provide.

This role is in relation to the gardening service activity.

**The Role**

The Head Gardener will join our small and supportive team, usually working with one other person, but sometimes alone, to complete gardening jobs in customers gardens. Gardening tasks will involve regular maintenance, one off clearing and tidying, hedge cutting, building fences, building raised beds, planting, pruning, weeding, mowing, and more!

We are looking for a qualified and experienced gardener who will be able to take a lead on gardening jobs. The successful candidate will be able to complete gardening tasks to a high standard, support and supervise other gardeners to complete gardening tasks, and will have an understanding of and commitment to our values (see above).

The job role will be 22.5 hours per week, working flexibly at times. There may be an option to expand working hours from spring 2024 and as the business grows.

It is essential that you have a full, clean driving licence and be able to demonstrate safe driving practice, as you will use our vehicles to drive tools and other staff members, between jobs.

**Key responsibilities**

**Responsible to: Managing Director**

**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.
* Create 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.
* With support from the wider Sheffield Flourish team, planning the work-week, publishing weekly gardening schedules, overseeing the upkeep of vans, tools and equipment, buying materials.

**2. Sheffield Flourish**

* Provide occasional cover for the Oasis Manager in the running of wellbeing groups
* 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.
* Work with the Managing Director 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 Managing Director

**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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| --- | --- |
| Horticultural qualifications (or qualifications in a similar area) to National Diploma Standards | Desirable |
| Experience of a wide range of garden maintenance work (at least 2 years), including horticultural knowledge, specifically around common domestic plants | Essential |
| Health and safety awareness to include risk assessments and safe operating of equipment | Essential |
| Experience of supervising 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: 22.5 hours per week.

We will work with you to be as accommodating to your needs as possible, with regards to days worked and working time. Our working day start generally varies between 8.30 and 9.30 and finishes generally between 16:00 and 17:00.

* 25 days full time equivalent (pro-rata for part-time staff) paid annual leave. Eight bank holidays are also annualised, resulting in a full-time equivalent of 33 days annual leave.
* 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. To apply complete the application form and email to the above address.

Deadline for applications: 11:59pm on 27th September

Interviews will be held on the mornings of 29th September and 2nd October.