

## Job description

### **Horticultural Assistant**

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#### **Qualifications and Experience:**

Ideally the post requires knowledge and working experience of gardening specifically related to produce (fruit and vegetables), a willingness to learn and ability to work in the outdoor environment is essential. An ability to work independently, following and contributing to a plan, whilst also being able to work as part of a team will be important for the job.

#### **Accountability and Responsibilities:**

The Horticultural Assistant will be responsible to the project lead, or a delegated person. The Horticultural Assistant will provide support for implementing the horticulture plan to deliver successful yields of fruit and vegetables from the growing space. Horticultural Assistant will act as ambassador for Positive Action, engaging with other volunteers, staff and visitors and will at all times be respectful and helpful to the community we serve.

#### **Main Objectives of Post**

- To support effective development and delivery of horticulture activities including activities relating to health & wellbeing, personnel development and efficient provision of market garden activity
- To implement and provide effective support of the various activities undertaken by Positive Action at the 'Healing Glen'
- To support production of an annual crop plan and a seasonal training programme

The main job activities are as follows:

- To provide support for all production activities, including working alongside other employed trainees and volunteers to ensure that the garden operates effectively
- To maintain an up to date knowledge of horticultural best practise
- To ensure that all equipment is maintained, serviced and fit for purpose and stored appropriately when not in use
- To support community engagement and marketing activities
- To carry out other such duties and responsibilities as may be required from time to time by the line manager.

#### **Person Specification:**

##### ***Essential skills and experience:***

- Commitment to development of horticulture skills following organic principles for the purpose of production of local produce, seed saving and creating compost
- Able to build and sustain rapport with key stakeholders
- Have strong competency skills in
  - Showing initiative that improves customer care
  - Problem solving for business effectiveness
  - Leading teams that improves performance

##### ***Desirable skills:***

- Have a full, current and clean driving licence

- People management
- IT literate

***Personal qualities:***

- Be committed to the social and community objectives of Positive Action SCIO
- Be a good communicator and get on well with others
- Be able to deal with the public in a sensitive manner
- Possess the ability to work unsupervised and use own initiative
- Possess good organisational skills
- Be capable of working in a team situation
- Possess a positive attitude to disadvantaged and vulnerable members of society
- Possess a desire and have the ability to promote environmental awareness and health and wellbeing
- Possess a friendly and enthusiastic disposition

**Hours:**

25 hour week within Monday – Friday 8.30am – 5pm operating hours

You may be required to work Saturdays, Public and Bank holidays with the exception of Christmas Day, Boxing Day and New Year's Day, 2<sup>nd</sup> January.

**Salary:**

National Living Wage, paid monthly

**Holiday:**

37 days per year including statutory entitlement (pro-rata)