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| JOB DESCRIPTION |
| **JOB TITLE:**  | **Gardening Volunteer** |
| **TERM:** | Casual |
| **RESPONSIBLE TO:** | Area Manager |
| **LOCATION:** | North & South Belfast |
| **SALARY**: | Voluntary - Expenses & mileage payable only |
| **HOURS / WORK PATTERN:** | 2-3 hours weekly during high season. Flexible during Winter. |
| **ACCESS NI REQUIREMENTS:** | Basic Check\* |
| *\*A copy of the Access NI Code of Practice, Recruitment of Ex-offenders Policy & Storage & Handling of Disclosure Information can be found on our website:* [*https://belfastwomensaid.org.uk/work-with-us/*](https://belfastwomensaid.org.uk/work-with-us/) |

**Belfast and Lisburn Women’s Aid provides a range of support and accommodation services for women and children experiencing domestic violence.**

**Summary of Post**

To maintain and develop gardens, raised beds and planters to ensure a pleasant and enjoyable outdoor space for Women and Children who are living in refuge. Gardening tools will be provided and volunteers will be reimbursed for any expenses incurred. The post holder will receive a comprehensive induction and core training as well as ongoing support from a designated staff member and Volunteer Gardeners based at other refuges.

**Main Responsibilities**

1. Gardening:
* General weeding and frequent watering during periods of high sunshine
* Sowing and planting of seasonal flowers and plants
* Maintenance of raised beds, window boxes, tubs and containers as required
* Enhancing the garden layout and selection of plants
* Bringing forward ideas and recommendations to the Refuge Manager
* Networking with local garden centres and Volunteer Gardeners at other locations to acquire plants / materials at lowest cost.
* Ensuring a safe garden environment for use by Women and Children
1. Communication & Relationships:
* Building relationships with Staff and Volunteers
* Interaction with Women and Children living at refuge
* Listening to feedback or ideas from Women and Children
* Sharing gardening knowledge with Women and encouraging participation from them to help maintain the gardens
1. Other
* Work in line with organisational policy e.g. Safeguarding, Health & Safety, Data Protection, Dignity at Work, Code of Conduct, Volunteering
* Complete core training as requested / arranged
* Attend quarterly supervision meetings with designated worker
* Work constructively with team members, other volunteers and managers

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| **PERSONNEL SPECIFICATION** |
| **Experience** | **Essential** | **Desirable** |
| Experience of sowing, growing and maintaining a diverse range of outdoor plants, shrubs, herbs and flowers. | Y |   |
| **Skills & Abilities** | **Essential** | **Desirable** |
| Ability to identify weeds, unhealthy and unsuitable plants *(e.g. toxic, plants that prefer shade / sunlight etc.)* | Y |  |
| Creativity and ability to use own initiative | Y |  |
| Ability to communicate clearly | Y |  |
| **Knowledge** | **Essential** | **Desirable** |
| Knowledge of Annual, Biennial, and Perennial plants, key times for planting, cutting and pruning. | Y |  |
| Good knowledge of the services of BLWA and commitment to the vision and ethos of the organisation | Y |  |
| Passionate about nature and working outdoors | Y |  |