



Role Description

Role: Volunteer: Corona House, Allotment Project.
Section: Community Support Services
Written by: Nicky Saunders
Date: 29th October 2021
Responsible to: Service Manager/Assistant Service Manager/Staff team

Main role responsibilities:

1. Plan seasonally appropriate gardening activity for the Burnside Allotment plot and coordinate the tasks, purchasing, teamwork involved in delivering this.
2. Welcome new women to the activity and support them to get involved, taking into consideration their level of gardening experience, their skills, their ideas and any physical or emotional difficulties they may be experiencing.
3. Maintain regular contact with the staff team to ensure the smooth running of the activity, appropriate attendance, and publicity and to address any issues.
4. Keep basic written records of participation, activities, and costs etc.
5. Occasionally support women to participate by meeting them offsite and encouraging them to come along.
6. Look after equipment associated with the activity and communicate with the team about servicing, maintenance, and care of equipment.
7. Liaise with other women's agencies and others to maximise community involvement with the allotment project.

Other responsibilities:

1. Comply with all CHS policies and procedures, including Health and Safety, Safeguarding Adults/Children, Diversity and Equal Opportunities.
2. Attend training courses relevant to the role.
3. Meet regularly with the manager or assistant manager for supportive and developmental purposes. (This can be in person or via the phone)

Behaviours

1. Customer Focus
Understand the needs of internal/external customers - aim to exceed these consistently.
2. Communication
Keep yourself and others up to date and properly informed.
3. Teamwork
Work effectively with others and ensure team objectives are met.