



South West Action for Learning and Living Our Way

Patron John Cullum DL

The Old Engine House, Old Pit Road, Westfield, Radstock BA3 4BQ

Part Time Work Skills Horticulture Project Leader Vacancy at SWALLOW Charity

Thank you for your interest in SWALLOW Charity. We are an expanding local charity based in Westfield, carrying out our work within Bath and North East Somerset. This role provides an exciting opportunity to make a direct, positive difference to local teenagers and adults with learning disabilities.

SWALLOW was founded in 1993 and the charity now supports over 130 members, providing tailor-made support to enable them to live their lives to the full as independently as possible.

SWALLOW is user-led which means that our members are at the heart of everything we do. Our members have a say in all of the courses, activities and events that we run. This role is integral to empowering every individual and to maintaining the high standards and variety that our members expect from us.

To apply for this job please download the Job Description, Person Specification, and our Application and Monitoring Form.

Please return your completed Application and Monitoring Form to:

Lucy Gilbert SWALLOW

The Old Engine House

Old Pit Road Westfield

Radstock

BA3 4BQ

Email: LucyGilbert@swallowcharity.org

Deadline for Applications is Friday 22nd January 2021

Any enquiries about the vacancy can be made to Lucy Gilbert on 01761 414034.

We look forward to receiving your application,

Yours faithfully

Michelle Cox Human Resources Manager



SWALLOW is working to make sure that teenagers and adults with learning disabilities live the lives they choose, through user led support.



Work Skills Horticulture Project Leader

Job Title:	Work Skills Horticulture Project Leader
Hours:	8 hours per week (Thursdays 9.30-16.30 plus 1 hour flexible preparation time)
Place of work:	Swallow Office and in the Community
Reports to:	SWALLOW's Courses Senior and Work Skills Senior
Responsible for:	Work Skills Enterprise Scheme Members

Job Purpose:

To help SWALLOW to achieve its aim of fulfilling our members' aspirations by giving them the skills for successful work placements. To co-ordinate and develop all aspects of the Work Skills Enterprise Scheme Horticulture Group, working closely with the employment support co-ordinator and work skills senior to find work placements and work opportunities.

Main Responsibilities:

1. To manage the horticulture stream of SWALLOW's work skills programme.
2. Work with the Work Skills Senior to develop an ongoing programme for participants.
3. Assess new participants, induct them and help them to join in the activities safely.
4. Line manage scheme participants as in a work environment and teach them gardening skills.
5. Together with the team decide on key roles and responsibilities within group.
6. Develop a year plan of activities with the group.
7. Work to support the group to develop skills and gain confidence in preparation for work.
8. Support the members to become a strong team with a sense of ownership for the project and anything they grow.
9. Be responsible for the general welfare of the members whilst they are attending the WSES Horticulture Group along with other support workers.
10. Develop appropriate assessment and evaluation procedures for the group and individuals through supervisions.
11. Manage and support any volunteers and support workers when appropriate.
12. Assess and evaluate the groups work and performance, developing and maintaining an appropriate record of work, on a group or individual basis as appropriate.
13. To work within the SWALLOW risk assessment framework to provide support that minimises risk in the least restrictive manner.

14. Undertake other duties appropriate to the grade as requested by the Courses Senior and Work Skills Senior.
15. Plan and organise regular trips for members to gain work experience.
16. Work closely with the maintenance group leader and employment support co-ordinator to manage and plan the work for the maintenance group.

Other Information

General

All SWALLOW employees are expected to comply with statutory requirements and SWALLOW's employment policies while carrying out their work. This post is one of continual development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of SWALLOW. All employees and Trustee board members are CRB checked.

Equal Opportunities

The post holder must at all times carry out his/her responsibilities with due regard to SWALLOW's Equal Opportunities Policy.

Performance Review

Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.

Health & Safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to proactively comply with their duties as described by SWALLOW's Policy and objectives for health and Safety.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.



Person specification for Work Skills Horticulture Project Leader

Essential qualities:

- Empathy with people with learning disabilities and an understanding of their potential capabilities.
- To be willing to listen to, respect, and respond to what people with learning disabilities say.
- Organisational skills and the ability to forward plan activities for the group and manage your time effectively.
- To have a calm flexible approach and an ability to work as a member of a team as well as lone working.
- To have good communication skills and be willing to liaise with SWALLOW members, other staff members of the team, parents and potential employers/supporters.
- The ability to encourage, motivate and develop skills.
- To have a good understanding of equal opportunities.
- Experience of supervising and managing a team of staff.
- Good basic understanding of horticulture, plants and gardening and an enjoyment of outdoor working.
- Microsoft office skills including excel, outlook and word.
- To have a full driving licence and a car available to use for work purposes.

Desirable qualities:

- Some experience of working with people with learning disabilities in a training/supporting role.
- To have the ability to communicate with people with learning disabilities in an accessible manner.
- To have some knowledge of local area.
- Some knowledge of legislation such as Health and Safety and Risk Assessments.
- To have experience of being part of a user led organisation.
- Have knowledge of the legislation involved in protecting vulnerable adults from abuse.
- Ability to display conflict resolution skills and effective negotiating skills