Farm and Gardens Group Coordinator

Responsible to Health and Social Care Manager

Responsible for Volunteers

Grade C

# Purpose

To deliver our Supported Volunteer programme which includes facilitating animal care and gardening groups for volunteers with support needs. The coordinator is responsible for planning and delivering the groups in a safe and welcoming environment, ensuring that our aims and objectives are achieved.

# Main duties and responsibilities

* Lead the facilitation and coordination of the supported volunteer sessions on a weekly basis.
* Create a positive, enthusiastic atmosphere in which group members are encouraged to communicate with each other, staff, and volunteers.
* Ensure the safety and wellbeing of group members including following the farm’s safeguarding policies.
* Understand the complex lives of individuals with support needs (including mental health issues, learning disabilities and substance misuse), and consequently the situations and issues that might arise within the group and how to resolve them.
* Work with and support individuals to achieve their personal goals, whilst maintaining focus on the group as a whole.
* Set up and pack away resources for each session.
* Monitor group resources needed (including refreshments and food) and buy any resources needed.
* Encourage volunteer engagement with group activities.
* Manage problems that may occur during the group with individuals or group dynamics and record incidents.
* Contribute to risk management processes and procedures.
* Give information and guidance to volunteers and signpost to relevant support.
* Follow-up concerns about volunteers or communicate issues for immediate action to the Health and Social Care Manager.
* Work in partnership with the Volunteer Coordinator and Health and Social Care Manager to support the practice and development of volunteers including post-group de-briefs.
* Carry out administration duties including inputting data such as attendance and other monitoring data.
* Ensure that internal policies and procedures are followed, with regards to confidentiality and vulnerable adults, volunteer procedures, attendance records and HR processes.
* Contribute to monitoring and evaluation processes.

### General

* Work with the other Farm teams and attend meetings as appropriate.
* Maintain an understanding of the Farm’s structure and ethos and contribute to the smooth running of the organisation.
* Comply at all times with Farm policies (e.g. Equal Opportunities, Health and Safety, Environmental and Confidentiality) and contribute to risk assessments.
* Carry out other duties commensurate with the responsibilities of the post.

# Person Specification

### Essential

* At least 2 years’ experience in supporting people with mental health issues and other support needs (e.g. learning disabilities, those recovering from addiction).
* Excellent active listening and interpersonal skills.
* Ability to liaise with external agencies (e.g. care teams, social workers, support teams) or guardians about volunteers’ wellbeing.
* Excellent group facilitation and coordination skills.
* Commitment to social inclusion and equal opportunities.
* A passion for working with people with complex needs and supporting them to reach their full potential.
* Good understanding of the statutory and legal requirements of caring for vulnerable adults.
* Must be legally entitled to work in the UK and will be required to provide an enhanced DBS check.
* Experience of working outside in either horticulture, animal care, or land-based activities and a willingness to learn new skills in these areas.
* Sufficient physical stamina to work outside and engage in physical activity for the majority of the working day.

**Desirable**

* Excellent knowledge of the organisations and agencies involved in social care and the ability to liaise appropriately with the relevant organisations.
* An understanding of the changes in health and social care funding and the skills to help the organisation and the individuals concerned to move forward and manage these changes.
* Qualifications in either mental health/animal care/horticulture/land-based activities.