



Bank Horticultural Support Worker

Detailed Job Description

Contract type: Bank- 0 hours

Payscale: £12.71

Reports to: Farm Manager **Supervises:** None

1. Purpose Statement

The Prospects Trust is a charitable social enterprise and exists to support adults with additional needs (our Co-workers) to grow and learn new life and independence skills through hands on learning at Snakehall Farm and the Garden Team in Reach and at our shop Unwrapped in Ely. The Trust ploughs back all its profits into the charity to further benefit our Co-workers.

The jobholder will support our Farm Manager in delivering meaningful work experience sessions at Snakehall Farm by supporting our Co-workers on a one to one or group basis to break down barriers to learning, gain skills, achieve meaningful work-based tasks and most importantly, have fun with their fellow Co-workers. The farm generates income for The Trust by growing and selling organic produce and handmade products and the post holder will be involved in all aspects of running an 18-acre organic care farm, include economic activities.

2. Summary of Main Responsibilities

- a. Provide engaging and safe work sessions for Co-workers
- b. Support the active production of crops, products and services of The Trust
- c. Ensure health & safety standards are met at all times
- d. Work in line with The Trust's values and ethos
- e. Maintain The Prospects Trust's image and reputation internally and externally

3. Support Worker Responsibilities

- a. Support, encourage and enable the independence and skills of Co-workers
- b. Provide support, supervision and training in a clear, informative and engaging manner
- c. Recognise, understand and be able to manage all manner of challenging behaviours
- d. If working as a 1:1, ensure your Co-worker socialises and integrates with peers
- e. Act as key worker to named Co-workers and work in partnership with other professionals, carers and family members, ensuring care plans are person-centred, up to date and completed in a timely manner
- f. Support Co-workers to record their learning progression by completing CRM on a daily basis
- g. Adhere at all times to the Trusts Equal Opportunities Policy, Safeguarding Policy, Confidentiality Policy and Health and Safety Policy
- h. Provide assistance with personal care as required

HQ: The Prospects Trust at Snakehall Farm, Swaffham Road, Reach, Cambridge, CB25 0HZ
enquiries@prospectstrust.org.uk 01638 741551 www.prospectstrust.org.uk

Certified by the Organic Farmers & Growers Regulated by The Fundraising Regulator

Reg. Charity No 1048584 Co. Ltd by Guarantee 3087221 Organic Registration Number UKF003870

- i. Be willing to undertake and refresh mandatory training as required

4. Farm Team Responsibilities

- a. Engage in the daily work tasks to provide meaningful work experience while balancing the needs of Co-workers, customers and business
- b. Carry out horticultural work to the high standard expected from paying customers and The Prospects Trust
- c. Ensure all tools, equipment, machinery and vehicles are fit for purpose, safe to use and stored securely
- d. Ensure all opening and closing checks are completed daily, providing a clean, tidy and safe workspace for all
- e. Keep accurate records and monitor work activities as required

5. General Responsibilities

- a. Work flexibly and in close co-operation with all Managers to maintain the smooth running of all projects running across The Trust
- b. Maintain the collaborative ethos of The Trust and engage Co-workers in future planning and decision making
- c. Provide support and encouragement to staff and volunteers, ensuring a friendly working atmosphere
- d. Carry out other responsibilities from time to time in accordance with the changing needs of the Trust
- e. Maintain The Prospects Trust's image and reputation internally and externally, acting as a brand ambassador

Bank Horticultural Support Worker Person Specification Criteria	<i>Essential</i>	<i>Desirable</i>
Be empathetic, compassionate and patient	✓	
Be willing and able to work in all weather conditions	✓	
Be reliable, punctual, and always ready to work	✓	
Be able to listen and follow instructions	✓	
Understand challenging behaviour and calming techniques		✓
Understand individual needs and how best to support them	✓	
Have a proactive ethos to get the job done	✓	
Understand the importance of progression and meaningful work activities		✓
Be positive and able to motivate others	✓	
Have effective and clear communication skills	✓	
Basic IT Skills including Word, Excel and Outlook skills	✓	
A driving licence and willingness to use farm machinery and vehicles		✓
Understanding of charity sector, social enterprise trading and thrifty budgets		✓
Experience of working in a safe manner	✓	
Have an interest in horticultural growing, farming, gardening		✓
1 year experience working with Learning Disabilities, and or Autism/Care experience		✓
A sense of humour and wheelbarrows of energy!!	✓✓✓	✓✓✓