

Job Description: Team Lead (Horticultural Services)

1. Responsible to:	Service Development Manager (SDM)
2. Responsible for:	Support Workers Skills and Activities Coordinator (SAC)
3. Important Internal Relationships:	All Balance Department Managers and Assistant Managers Corporate Office Staff
4. Important External Relationships:	Historic Royal Palaces Partner organisation locations for Community Activities sites Local schools and colleges Any identified beneficial horticultural organisations e.g. Thrive, Plant Heritage, RHS NCVO Richmond/Kingston Councils

MAIN PURPOSE OF JOB

- To assess, plan and develop the wider multi-disciplinary use of the Stud as a community garden and ecologically sustainable resource by using the value of **sustainability**.
- Work with the SDM to maximise the value of **partnership** and the opportunities on site guaranteeing its development as a social enterprise and local training resource for people with a range of disabilities and enduring mental health support needs.
- Employ the values of **professionalism** and **staff recognition** and support staff, volunteers and those working on site to diversify its working environment and increase its revenues through product development, sales, and corporate relationships.
- Work with the SDM, staff, clients and Stud volunteers to increase access to the site as a community and therapeutic space and encourage the values of **empowerment** and **independence**.

Main Responsibilities of the Job

- 1.1. To support the SDM, SAC, Support Staff and Volunteers in leading the development of the Stud Nursery as a viable social enterprise
- 1.2. To ensure there is a weekly, monthly and seasonal horticulture plan in place (created in partnership with the Support Workers) which reflects the resources needed for client activities, product sales development and events
- 1.3. To advise and support the SAC in developing practical skills and/or qualification for people/groups using and supporting the sites development to encourage independence and empowerment
- 1.4. To mentor and coach those using the sites services to lead and shape the sites programme of development as a sustainable community space and social enterprise.
- 1.5. Work one Saturday per month, as agreed with the SDM, to open the nursery to volunteer project gardeners, and as a produce sale point to the local community
- 1.6. In collaboration with the SAC and Admin Support, to ensure all Health and Safety requirements are met, including site and individual risk assessments, and regularly reviewed to ensure a level of professionalism is being kept at all times
- 1.7. To manage the Support Workers and SAC, and support the charity's drive toward values-based recruitment and leadership of its staff, volunteers and those using its services and to ensure staff recognition is held as a core value

2. Sales and Product Development

- 2.1. Identify and sustain partnership and development opportunities that will ensure the sites viability as a community resource
- 2.2. Work with the SDM to maximise the sites potential as an ecological learning resource for community groups, schools and other organisations
- 2.3. Work with the SDM to budget plan for resources and to meet income generating targets
- 2.4. To ensure compliance with all Balance financial policy and management procedures, particularly in relation to the handling and safe-keeping of cash and non-cash transactions associated with the service
- 2.5. To identify, draft and apply for bids/grants/other funding opportunities for the Stud Nursery

3. Supporting the charity's objectives

- 1.1. To work with the SDM to raise the profile of Stud Nursery as a valuable community asset and increase the diversity/number of people accessing the services we provide
- 1.2. Support the implementation of the charity's policies, procedures and values
- 1.3. Deliver personal work targets on time and to standards required under the corporate plan

- 1.4. Work with the Balance management team to maximise income streams, brand recognition and development of the Stud Nursery as a training centre for disabled people to ensure sustainability of the Stud Nursery
- 1.5. Ensure that expenditure relating to training and development is kept within budget and authorised in line with the charity's policies and procedures

2. Learning and Development

- 1.1. To work with the staff and volunteers to ensure all health and safety regulations are adhered to at all times on site
- 1.2. Work with the SAC to identify training needs for all people using the site
- 1.3. To assess staff and volunteers use of tools and equipment where appropriate and raise any concerns to the SDM
- 1.4. Apply new learning to supporting people and training opportunities as part of our ongoing development to ensure good practice
- 1.5. Attend relevant internal training and external development as required

2. Supporting External Relationships

- 1.1. Be a key contact for Historic Royal Palaces' Garden and Maintenance Team for project updates, compliance with the nurseries lease and ongoing partnership opportunities
- 1.2. To identify local businesses who can partner with Balance to create additional income, such as sale points of local produce
- 1.3. To represent Stud Nursery in meetings e.g. project updates for external funders
- 1.4. To work collaboratively with external partners/funders to promote Balance values and ensure contractual obligations are delivered
- 1.5. Work with management team to support the development of strong and meaningful relationships with users of our services, their family members and other key individuals central to the welfare and support.

6. Communication

- 6.1. Regularly update Balance's website and social media to promote the service and increase brand recognition
- 6.2. Promote a culture of co-production, collaboration and partnership amongst staff, volunteers and clients so there is shared vision and achievement
- 6.3. Ensure the core value of Staff Recognition is upheld at all times

7. Additional responsibilities

- 7.1. Carry out any other duties commensurate with this post as directed by your manager or the CEO as required
- 7.2. To maintain confidentiality and to ensure that access and sharing of and use of the information complies with relevant policies and procedures, including the Data Protection Act
- 7.3. To work in accordance with Balance policies and procedures, including Health and Safety and Safeguarding

Prepared by: Ceri Davies Agreed by: Guy Stephenson

Signature Date: 24/09/2024 Signature Date: 11/10/2024

PERSON SPECIFICATION

Job Title: Team Lead (Horticultural Services)

	Essential	Desirable
Qualifications and Experience:	<ul style="list-style-type: none"> • Minimum of two years' experience in a management or leadership role • Minimum of two years' experience of working with/providing support to people with learning disabilities and their families • Experience of working in a complex multi-disciplinary team in a community setting working vulnerable people 	<ul style="list-style-type: none"> • Providing supported activities for disabled and vulnerable people • Teaching qualifications e.g. PTTLs • Experience of managing and/or developing volunteering within a charitable or community-based organisation • Horticultural Therapy qualifications e.g. Thrive courses
Ability to:	<ul style="list-style-type: none"> • Take a strengths-based approach to risk assessment and delivery of activities which promotes inclusivity and celebrates success • Take responsibility for prioritising tasks, personally and in delegating to the team • Communicate effectively with a wide range of disabled and vulnerable people • Be a key contact for a range of external agencies and organisations for queries and progress feedback 	<ul style="list-style-type: none"> • Experience of using community networks for donations/creating additional sale points for income
Knowledge of:	<ul style="list-style-type: none"> • The needs and rights of people with a learning disability or enduring mental health need, and an understanding of the difficulties they may face • How to support people emotionally and physically, respecting choice, dignity, respect, and privacy 	<ul style="list-style-type: none"> • Project experience including conservation, wildlife, 'field to fork' and/or teaching plant growing skills • The experience and challenges posed to people with learning disabilities and mental health in

		<p>accessing meaningful occupations/employment</p> <ul style="list-style-type: none"> • Good horticultural practice in growing fruit and vegetable as well as developing a community garden site
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