

## Volunteer Role Description:

<b>Organisation Overview</b>	HPFT is committed to providing excellent health and social care for people with mental ill health, physical ill health and those with a learning disability.
<b>Volunteer Role Title</b>	Gardening Volunteer
<b>Location of position</b>	Forest House/Forest Lane
<b>Responsible to</b>	Matron / Therapies / Clinical Manager / Service Line Lead
<b>Purpose/Summary of role</b>	To assist with the maintenance of garden areas
<b>Description of Volunteering tasks</b>	Small gardening tasks such as weeding, deadheading. planting etc with and/or without service users.
<b>Time Commitment</b>	Flexible during the day / eves / weekends
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong interest in gardening or willingness to learn (training will be provided).</li> <li>• Good general physical fitness and good range of movement eg trunk rotation, bending and kneeling.</li> <li>• Ability to follow instructions and function independently.</li> <li>• Good attention to detail; a person who takes pride in their finished work.</li> <li>• Experience of risk assessment would be beneficial.</li> <li>• Health and safety awareness, e.g. manual handling protocol. Ability to pace themselves when working.</li> </ul>
<b>Training and Support</b>	<p>Welcome Induction and Introduction for volunteers covering vision and values of the Trust together with:</p> <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Understanding service users' needs</li> <li>• Confidentiality and disclosure</li> <li>• Equality and Diversity</li> <li>• Safeguarding</li> <li>• Conflict resolution in difficult situations</li> <li>• Communication and listening skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Tour of the site</li> </ul> <p>You will receive ongoing support from a designated volunteer supervisor on the ward/unit where you are placed.</p>
<b>Reimbursement of Expenses</b>	<p>The Volunteer role is not a paid activity.</p> <p>Out of Pocket expenses will be reimbursed:</p> <ul style="list-style-type: none"> <li>• Mileage @ 45p per mile</li> <li>• Public transport costs for which bus and/or train tickets must be provided</li> </ul>
<b>Benefits to the Volunteer</b>	<ul style="list-style-type: none"> <li>• Opportunity to develop new skills and interests</li> <li>• Full training and support</li> <li>• Chance to meet new people</li> <li>• Opportunity to be part of an organisation providing services which make a positive difference to the lives of service users and their carers, underpinned by the principles of choice, independence and equality.</li> </ul>
<b>Health &amp; Safety - Confidentiality - Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Volunteers must abide by HPFT policies on Health &amp; Safety, Confidentiality &amp; Equal Opportunities.</li> </ul>
<b>Contact Information:</b>	<ul style="list-style-type: none"> <li>• Unit Contact:</li> <li>• HPFT Volunteering Team:</li> </ul>
<p><b>Please return to the Volunteering Team:</b>  The Volunteering Department,  Inclusion &amp; Engagement Team,  99 Waverley Road,  St Albans,  Herts AL3 5TL  Or email: <a href="mailto:volunteering@hpft.nhs.uk">volunteering@hpft.nhs.uk</a></p>	