



Camphill Milton Keynes Communities
Japanica Lane, Willen Park,
Milton Keynes MK15 9JY

Job Title: Garden Workshop Coordinator.

Contract: Permanent. 25,000 to 27,000 depending on qualification and experience.

Reports To: Day Opportunities Manager.

Hours: 37.5 Monday to Friday 8.30 to 4.30.

Purpose: To plan and manage a variety of existing and new horticultural and landscaping activities, support adults with learning disabilities and autism to undertake all elements of work in the gardens. Have hands on responsibility for day-to-day management of the garden workshop to ensure environmental kind methods of working are maintained and ensuring the overall health and safety of the team.

Key Responsibilities:

- To provide a safe, secure, and healthy working environment for service users with learning disabilities and autism, support staff and volunteers in accordance with CMKC policies and procedures.
- To adhere to and update risk assessments, train staff, service users and volunteers to work within individual safe limits. Ensure safety checks are maintained and comply with health and safety audits.
- To maintain the greenspaces and orchards at CMKC and continue to develop existing garden projects.
- To plan, implement and develop environmentally sound new landscape gardens and propagation areas in like with CMKC strategic development plans.
- Work alongside the team to perform duties to ensure a high standard of work and environmentally kind practices are maintained in the workshop.
- To liaise with the facilities manager regarding site maintenance work and contractors.
- Regularly monitor all pathways/entrance and exit point allowing for unobstructed and safe movement around the site/grounds including the carpark, including assisting with snow clearance, and gritting when needed.
- Maintaining/managing suitable PPE for all staff, service users and volunteers.
- Maintain/manage boundaries with assistance/coordination of any third parties and facilities team.
- To maintain machinery and garden equipment and to ensure appropriate training is given.
- To plan and prepare individual and group projects for service users, day, and corporate volunteer groups according to their abilities.
- To provide training, support, and line management to the staff team and volunteers.
- To carry out well-being reviews and record activity and achievement of service users. Handover any care and support concerns via the internal Nourish system.



- To allocate daily tasks to the group according to their abilities.
- To liaise with the café to ensure effective distribution of edible crops to the café and houses. Raise plants for sale via the café.
- To ensure all edible crops are harvested or preserved to prevent food waste.
- To contribute to Camphill community projects and celebrations, to work collaboratively with other workshops for special occasions.
- On occasions support the team in settings outside Camphill.
- To ensure all incidents and accidents are reported and recorded according to CMKC's policies and procedures.

Staff Training and Personal Development:

- Participate in supervision and staff appraisal.
- Attend staff meetings when required.
- Participate in ongoing in-house and external professional and personal development activities.

General:

- Build a professional working relationship with residents, colleagues, and relevant professionals.
- Represent CMKC in a positive and professional manner.
- Adhere to confidentiality procedure.
- Comply with CMKC and Code of Conduct for Adult Social Care Workers in England
- Comply with CMKC policies and procedures.
- To work in accordance with CMKC mission and vision statements and statements of values.

The above list of duties is indicative only and not exhaustive. You are expected to carry out all such duties as are reasonably commensurate with the role.

Person Specification:

	Essential:	Desirable:
Education, Knowledge, and Experience.	<ul style="list-style-type: none"> • Minimum RHS Level 2 (or equivalent) • Minimum of 2 years' experience in gardening horticulture • Minimum of 1 year managing and leading a team of gardeners and/or volunteers. 	<ul style="list-style-type: none"> • RHS level 3 • Horticulture therapist • Experience working with people with

	<ul style="list-style-type: none"> • Experience keeping records and risk assessments processes. • A working knowledge of horticulture techniques, plant identification and sustainable environmentally kind garden practices. • A working knowledge of health and safety and manual handling practices. • Understanding of the principles of equality, diversity, and anti-discrimination practice. 	<p>learning disabilities or other support needs.</p> <ul style="list-style-type: none"> • Understanding of person-centred support
Abilities and Skills	<ul style="list-style-type: none"> • Proven ability to carry out a range of gardening, landscaping, and horticulture tasks. • Ability to use and maintain a range of hand and mechanical tools. • Self-motivated and able to work under own initiative. • Ability to build rapport and communicate effectively with service users who have learning disabilities and other communication needs. • Ability to work with people with mixed abilities. • Able to work as part of a team, supervision staff and volunteers. • Ability to work flexibility and multitask. • Ability to meet deadlines and targets. • Able to meet the physical demands of the role. • Possess high standards of safe working practice. • Ability to work to a high standard with an eye for detail. • Good numeracy and literacy skills. • Good record keeping skills. • Good IT skills such as Microsoft 365 • Commitment to ongoing professional development and training associated with this role. 	<ul style="list-style-type: none"> • Experience driving tractor. • Problem solving skills
Personal Characteristics	<ul style="list-style-type: none"> • Ability to carry out the everyday duties of the role. • Ability to be flexible. • Empathy, caring and 	



	<p>supportive attitude.</p> <ul style="list-style-type: none"> • Capacity to engage with the mission, values, and principles of Camphill MK • Commitment to a person-centred approach which is focused on the needs of the people we support. 	
<p>Service Specific Criteria</p>	<ul style="list-style-type: none"> • Eligible to work in the UK. • A satisfactory Enhanced DBS check • Full driving licence (no more than 3 points). 	