



Creative Support Ltd, Head Office

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Sessional Activity Worker – Gardening Sessions

Reference: 79217

Klute House, Eastman Village, Harrow Extra Care Service

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 28 October 2024

Once you have submitted or posted your application form allow *7 working days* after the closing date for a response. Please return the completed application form by email to recruitment@creativesupport.co.uk or to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you. For informal enquiries please email Jessica Morris at Jessica.Morris@creativesupport.co.uk or call her on 07772869304 or alternatively contact Tamryn Nicol on 07929717745 or tamryn.nicol@creativesupport.org.uk.

Yours Faithfully

Recruitment Department



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| All employees are subject to enhanced DBS checks | | | | | |

SESSIONAL ACTIVITY WORKER – GARDENING SESSIONS
Klute House, Eastman Village, Harrow Extra Care Service

Hours: Zero hour contract. The number of hours you work depend on your availability and the needs of the services. An activity normally runs for 1-3 hours. **A degree of flexibility is required including working on occasional weekends, depending on the needs of the services.**

Responsible to: Senior Development Officer

The Role:

We are seeking a highly motivated individual looking to share their gardening talents with service users at our Extra Care Service in Harrow. We require someone who has the ability to safely guide and assist our clients with gardening activities. You will have good knowledge about the world of gardening, which you will be able to impart to our clients in a supportive manner. You will be running these activities collaboratively with our clients, ensuring that you meet their goals, improve their wellbeing and enhance social inclusion. This is a fulfilling and fun-filled role, with a large scope for creativity and personal initiative.

You must be a proactive and creative person with the patience and warmth required when working in social care. You will be approachable, with a kind and effervescent disposition. You must enjoy working in a team environment as well as be able to work alone using your own initiative.

Your gardening sessions should be based on the identified needs, interests and preferences of service users as outlined in their personal support plans. You should aim to promote confidence and independence of service users which can be evidenced by positive outcomes.

In return for your commitment, you will enjoy visible and supportive management from our team. We are willing to provide all gardening tools and equipment required for your gardening sessions with clients, within reason.

Detailed Duties

1. To devise and co-ordinate a host of garden-related activities, ensuring inclusion for all service users regardless of age, gender or culture.
2. To welcome tenants, their families, carers and other professionals to events and activities within the service, upholding a positive, welcoming and inclusive atmosphere at all times. To ensure tenants with sensory and physical disabilities and other additional needs can actively participate in activities.
3. To provide stimulating in-house activities when required that are safe and in-line with current COVID-19 guidelines and restrictions.
4. To work towards a visually appealing garden with the clients which will motivate them to spend more time outside and show the creative effort that they have put into the sessions.
5. To promote anti-discriminatory practice through building links with local groups and organisations, faith groups and representatives of BAME (Black and Minority Ethnic) communities.

6. To support service users in realising their cultural and spiritual needs and in expressing their personal identity.
7. To be aware of current thinking and best practice in the provision of activities for vulnerable adults such as older people, people with dementia, people with physical and sensory disabilities, people with mental health concerns or learning disabilities.
8. To promote the mental health, confidence and self-esteem of tenants through their active participation in activities.
9. To take appropriate action in the event of accidents, incidents and emergencies, adhering to all Creative Support health and safety procedures and policies.
10. To ensure that appropriate records of activities and attendance are kept in the prescribed format. To document all work undertaken in support of service users, their general progress, any concerns and any communication or liaison with other agencies. To seek feedback from tenants and their families regarding the activities provided and to develop new activities to meet unmet needs and new interests.
11. To gather feedback from service users on their satisfaction with the services and opportunities we offer. To use this information to improve and shape services for the benefit of its service users.

General Duties

1. To accept regular support and supervision from line manager.
2. To carry out all work in a manner consistent with the aims and principles of Creative Support.
3. To comply with and to implement the Equal Opportunities Policy of Creative Support.
4. To maintain confidentiality at all times, in accordance with the agreed policy.
5. To identify own training needs in discussion with line manager and to attend training events and courses as required.
6. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
7. To ensure effective communication with line manager.
8. Any other duties as required.

PERSON SPECIFICATION – SESSIONAL ACTIVITY WORKER – GARDENING SESSIONS

Klute House, Eastman Village, Harrow Extra Care Service

| | QUALITIES REQUIRED | How Assessed? | Essential/ Desirable |
|-----------|--|-------------------------|-----------------------------|
| 1 | Knowledge and good understanding of gardening | Application | Essential |
| 2 | Capable of physically partaking in the act of gardening and the ability to assist clients who cannot do so | Application & Interview | Essential |
| 3 | Proven experience working with people with dementia, Alzheimer’s and learning disabilities | Application | Desirable |
| 4 | Excellent written and verbal communication skills | Application | Essential |
| 5 | Ability to proactively manage own workload and take instruction from varying managers | Application & Interview | Essential |
| 6 | The ability to devise and manage programmes and work within deadlines | Application & Interview | Essential |
| 7 | Good general IT skills and an excellent working knowledge of Office applications (Word, Excel and Publisher) | Application & Interview | Essential |
| 8 | A well organised and analytical approach to data and information, with the ability to review and summarise information quickly and concisely. | Application & Interview | Essential |
| 9 | Willingness to travel and work flexible hours which may include some evening and weekend work as agreed with line manager | Interview | Essential |
| 10 | An ability to demonstrate a genuine passion for the third sector, interest in health and social care policy/provision and commitment to our person centred values. | Interview | Essential |

TERMS AND CONDITIONS – SESSIONAL ACTIVITY WORKER – GARDENING SESSIONS

Klute House, Eastman Village, Harrow Extra Care Service

Pay Structure:

£13.60 per hour.

Holidays:

You will receive paid holiday hours in respect of holidays which have been accrued. Payments will be calculated as an average using hours worked over the preceding 12 week period up to a maximum of 180 hours (24 days) per holiday year. Holiday pay is not automatically given and this must be requested by contacting the Payroll Department.

Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

Full Hours of Work:

Relief - zero hour contract. To be worked flexibly on a rota which may include weekends and public holidays according to the needs of the service.

DBS Checks:

Employment will be subject to enhanced Disclosure and Barring Service checks and SOVA checks.

Probationary Period:

The first 4 months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Sickness Policy:

You will not be entitled to company sick pay.

Sona App:

It is mandatory for all bank staff to sign up for the Sona app which is used to advertise available shifts.

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