

## Dover District Volunteer Role Description

**Role Title:** Gardener

**Reports to:** Senior Early Help Worker

**Placement:** Buckland & Whitfield Children's Centre, Dover

### **Main Duties:**

Maintain any flower beds, planters shrubs in the garden areas  
Monitor grass cutting by Facilities Management and inform Line managers when not completed  
Make staff aware of any plants that may be harmful e.g. brambles, nettles, poisonous berries etc.  
Ensure actions from Risk Assessment are followed up and maintained  
Clearing of weeds in the garden area  
Collecting of rubbish around the buildings and disposal of  
Garden waste to be disposed on in line with waste policies

### **Knowledge and Skills:**

Understanding of Manual handling procedures  
Use of appropriate Personal Protective Equipment  
Passion for gardening  
Experience of planting and growing plants, flowers fruit and vegetable  
Understanding of Health and Safety requirements

### **Volunteer commitment Requirements:**

This role would require a minimum of 1-2 hours per week  
Enhanced DBS check  
Various Safeguarding training  
Prevent training  
Data Protection and Information Governance training  
Health and Safety and relevant training associated with, working at height, PPE, risk assessment etc.  
Other training may also be available as identified in Personal Development Plan