

Therapeutic Co-Project Manager:

Horticultural Therapy Trust (HTT)

Job Description

Management

Site

- Maintain and develop HTT cultivation resources and allotment infrastructure e.g., monitoring and ordering supplies and seasonal horticultural activity planning.
- Liaise with DH to devise daily activities which balance site and individual participant's needs.

Participants

- Facilitate social therapeutic horticultural activities and engage all participants in a sensitive and supportive manner.
- Foster accessibility and inclusivity by adapting activities to meet each individual participant's needs (this may vary daily).
- Welcome new participants referrals and brief them on site rules etc.
- Maintain professional boundaries whilst building trust and therapeutic relationships with participants and supporting/encouraging healthy relationships amongst the HTT community.

Staff and Volunteers

- Ensure that HTT staff and volunteers work as a team and maintain good relations and morale.
- Be aware of the skills and experience brought to HTT by staff and volunteers e.g., design activities to utilise these or encourage staff to provide new project ideas.
- Allow autonomy of staff and senior volunteers to develop their own plans within certain areas to encourage self-development and confidence.
- Maintain good communication with all members of HTT including attending Trustee meetings where appropriate.
- Ensure that the ratio of staff to attendees stays within the acceptable level of 2 staff to 10 attendees.

- Maintain a rota to make staff aware of holidays and days off and instigate lone working procedures if only one staff member is present.

Health and Safety

- Ensure that the legal requirements of the workplace are met by maintaining the insurance policy and any additional cover that may be required.
- Liaise with the fire certificate company to keep the extinguishers checked and any additional requirements by law that may occur.
- Implement any new or existing Health and Safety legislation that affects the project and work with the trustees to make any necessary adjustments to HTT policies and risk assessments.
- Keep in touch with the allotment officer in the event of anything hazardous on the site or any occurrences that may be harmful to HTT.
- Keep all staff up to date with appropriate Safeguarding training and First Aid and identify skill gaps that could benefit from additional training.
- Keep up to date with project policies and procedures as well as undertaking relevant training outside of session hours e.g. 'Suicide Awareness' course.
-

Project Finance and Attendance

- Monitor financial reserves in the bank account and report potential problems promptly to the trustees.
- Work alongside professional fundraisers to ensure that grant applications are appropriate, accurate and achievable.
- Provide regular updates to the trustees on existing and planned projects.
- Keep accurate records of attendance of project participants and volunteers to monitor project uptake and provide evidence for funders.

External Engagement

- Network with other organisations who may be able to work with or benefit HTT and reciprocate where possible.
- Take opportunities to raise the profile of HTT through contact with newspapers, radio and other media.
- Maintain HTT's online presence.