**VOLUNTEER ROLE DESCRIPTION**

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| **Role** | Volunteer Gardener |
| **Location** | Age Concern Bracknell Forest Companion Centre |
| **Time Commitment** | To be agreed. |
| **Responsible To** | Companion Centre Manager |

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| **PURPOSE OF THE ROLE** |
| To support the care of the gardens and grounds of the Companion Centre and maintain it to an excellent standard. To help create an attractive, welcoming exterior for the benefit of our clients and visitors. |
| **KEY DUTIES AND RESPONSIBILITIES** |
| * General gardening tasks including mowing grass, planting, pruning, weeding, watering, cutting back, potting etc., whilst keeping disruption to a minimum * Maintaining the site, including lawns, hedges, tree management, pots, hanging baskets and containers. * Help to keep the grounds clean and tidy and dispose of litter. |
| **KEY EXPERIENCE, SKILLS & ATTRIBUTES** |
| * An interest and knowledge of basic garden experience *(Not essential but willing to learn)* * An awareness of health & safety issues in the outdoors and in the use of gardening equipment * Ability to work on both own initiative and as part of a team * Able to work with the minimal of supervision * Reliable and flexible * Good communication skills * Knowledge of implementation of basic planting and gardening skills *(Desirable)* * An ability to maintain confidentiality * Good physical health * Tact and diplomacy * A good sense of humour |
| **ESSENTIAL TRAINING REQUIREMENTS** |
| * Organisational Induction * Role specific training including Health & Safety * Mandatory and statutory training as and when required |
| **WHAT WE OFFER** |
| * The opportunity to use your skills to complement our work * The chance to meet new people * Be part of an enthusiastic team at the heart of your local community * The opportunity to gain gardening experience with a dedicated team of volunteers |