

Garden Club Volunteer

Time Commitment	We are looking for you to give a four-hour weekly commitment
Location	Little Havens Hospice, Thundersley
About Us	<p>Havens Hospices provides palliative nursing and supportive care to adults and children living with complex or incurable conditions.</p> <p>Havens Hospices is committed to safeguarding patients and their families, visitors, staff and volunteers. The recruitment of all staff, volunteers and trustees is robust and follows principles for Safer Recruitment.</p> <p>Our Values</p> <ul style="list-style-type: none"> • Care and Compassion • Commitment • Community • Courage • Integrity
Benefits of volunteering	<ul style="list-style-type: none"> • Meet new people • Try something new • Be part of your local community • Learn a new skill or experience • Increase confidence and self esteem • Improve employment prospects • Be part of a team • Move towards making a career change • Use your skills to benefit others • Give you a purpose or routine • Training in a key industry skill <p>Evidence suggests that volunteering has a positive impact on your health and wellbeing.</p>
What we offer you	<ul style="list-style-type: none"> • Named Volunteer Coordinator to support you in your role • Induction and 'on the job' training as required • Volunteer Charter which demonstrates our commitment to volunteers • Agreed out of pocket travel expenses • Recognition in the form of thank you events • Certificate of volunteering (on request)

<p>What the role involves</p>	<ul style="list-style-type: none"> • Helping to maintain the gardens, so they are a welcome and relaxing environment for patients, families, visitors, staff and volunteers • General gardening duties including weeding, planting, pruning, tidying and watering of plants/vegetable patch • Sowing seeds and planting • Assisting with keeping the gardens and paths tidy • Raking of leaves from the garden areas • Assisting in the development of new grounds • Undertaking grass cutting if you are happy to do, using the sit on lawn mower • Working alongside Corporate Groups, who are supporting the Charity • Any other reasonable duties designated by the Volunteer Coordinator
<p>Skills, experience and qualities required for the role</p>	<ul style="list-style-type: none"> • Some experience of gardening • Good communication and listening skills • Have a cheerful manner and able to work within a team • Reasonably fit and happy to work outside in varying weathers • Positive, organised and flexible approach • Being able to work within agreed guidelines • Evidence of current tetanus vaccination and if not, willing to have it to protect themselves
<p>Recruitment process</p>	<ul style="list-style-type: none"> • Application form • Informal interview • ID verification • Two references • Recruitment paperwork • Induction session • e-learning training (paper based available if not computer literate) and Workbook
<p>What we require from our volunteers</p>	<ul style="list-style-type: none"> • Satisfactory recruitment checks • Respecting and adhering to the charity's Values • Following the guidelines, policies and procedures of the charity • Carrying out your role to the best of your ability, enthusiasm, and professionalism • Being reliable and committed, giving as much notice as possible if you are unable to attend your shift

	<ul style="list-style-type: none">• Participating in training deemed relevant for your volunteer role, within the agreed timeframes• Maintaining confidentiality of charity information and adhering to GDPR (data protection) regulations
Volunteer Services Team contact details	01702 426237 volunteering@havenshospices.org.uk

Last reviewed and updated: March 2021