



Horticulture Lead Application Pack

Recruitment to the post of **Horticulture Lead**

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1 Application Process

To apply please submit your CV and a covering letter to:

recruitment@autismtogether.co.uk

Friday 4th February 2022.

Please ensure that your application details include:

- your current salary (remuneration),
- notice period

If you have any questions about the process, then please email us at: **recruitment@autismtogether.co.uk**

To have an informal conversation about the role, please contact

Emma Crabb on 07557858907
or Rob Bell on 07342999829

2 Our Background

At Autism Together it is our mission to bring richness and joy into the lives of those on the spectrum. No two people with autism are affected in the same way, so we work with every single individual to help them lead fulfilling and meaningful lives.

We started life in 1968, when a group of forward-thinking parents, concerned at the complete lack of services available for their children, decided to stand up and be counted.

Since then, we have grown and developed into one of the country's leading providers of services for people on the autism spectrum, offering a wide range of residential options and day services. As a highly specialist provider, we recognise that each person has a right to live their life as they determine. Being person-centred is one of our core values and we live and breathe it.

Our highly-trained staff work with each individual to create a shared understanding of their strengths and needs, and to ensure that their preferred way of communicating is respected and implemented by all

staff. Not only do we care for those on the autistic spectrum, we also engage with our community to highlight understanding and awareness too.

Our Autism Champions project trains organisations and employees – from football club stewards to shopping centre staff - in awareness of autism and how they can make small changes to make life a bit easier for the autism community.

3 Our Ethos

Our philosophy remains firmly rooted in a belief that:

We begin with what people can do, not with what they can't do, by listening to the person with autism and acknowledging that they are the expert in their autism.

Our support begins with the person and a shared understanding of what is important to them, and what their strengths and needs are.

Our support approaches are individualised so that staff can communicate in different ways depending on each person's communication needs. Staff are all consistent in the way they use communication strategies with individuals.

People with autism can and do learn and change and our support approaches are focussed on developing lifelong learning.

Our autism strategies help people develop skills by taking into account their communication needs, thinking patterns, social understanding and sensory differences.

No two people with autism are affected the same way and everything we do is person-centred. At Autism Together we work with each individual person to help them overcome or soften the impact of these difficulties, to enable the person to lead a fulfilling and meaningful life.

As a specialist provider of support to individuals with autism, Autism Together recognises that each person has a right to live their life as they determine. In recognising this right we create a shared understanding of each person's strengths and needs, and ensure that the individual's preferred way of communicating these is respected and implemented by all our staff.

4 Our Vision, Ambition & Values

As an organisation our staff, the people we support and trustees have agreed our vision, ambition and our values which we all aspire to.

What is Our Vision?

“Autism Together is a leading specialist provider of innovative services for people who have and who are associated with autism”

What is our Ambition?

“To be recognised as being the best provider of autism services in the country”

What are Our Values?

We promote positive communication

- We will be open and honest in our communication with each other but recognising that there will be times for confidentiality.
- We will listen to others' views and opinions.
- We will share information in a timely manner.
- We should not be fearful of raising legitimate concerns and issues.
- All communication should be professional and courteous.
- We will appropriately and positively use communication tools including email etc, as well as those which are autism-specific.

Everything we do is person-centred

- We are aware that our positive actions affect/promote people's lives.
- We are flexible and take into account people's personal circumstances.
- We are creative in our support of people.
- We include people in everything we do.

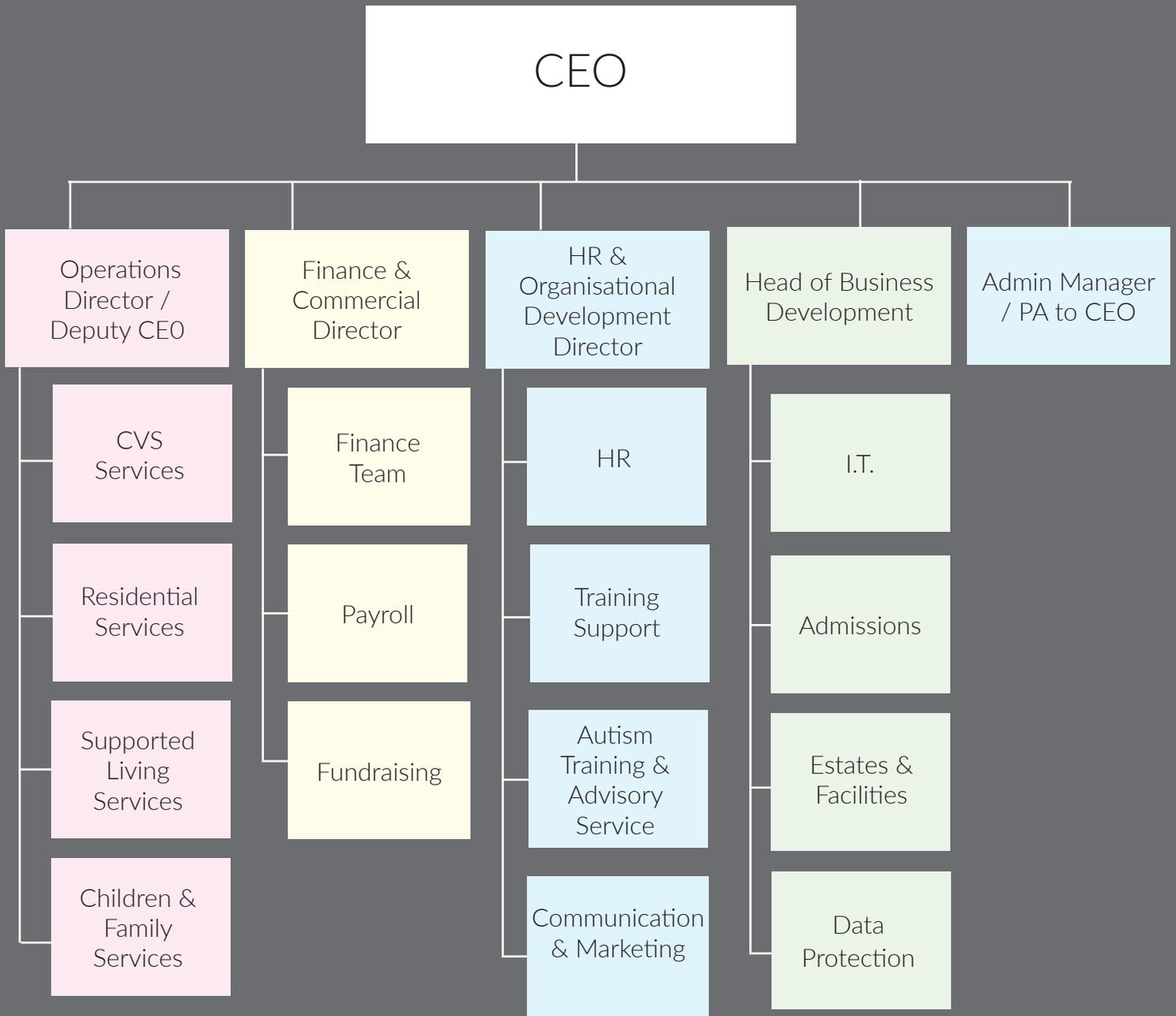
We are an organisation that promotes learning

- We recognise that everyone has the right to be developed and should have equal access to such opportunities.
- We take responsibility for our own learning.
- We create opportunities for learning.
- We respect individual learning styles.
- We seek out new, proven research to support learning.
- We are reflective about our practices; learning from experience.

We are respectful

- We treat everyone within the organisation and those we come into contact with at work with dignity and respect.
- We respect that we all bring different life experiences, culture and knowledge to the organisation.

5 Organisational Structure



6 Horticulture Lead

Responsible to: Service Manager – Social Enterprise

Responsible for: All aspects of horticulture work within the Bromborough Pool Garden Centre and contribute to the development of people we support within the horticultural areas.

Location: Bromborough Pool Garden Centre, but you may be required to work at any location, as designated as related to the role within the organisation

Relationships: To establish and maintain good working relationships with all people we support, staff, customers and suppliers at and to the garden centre and related services.

Tasks:

1. Working with groups within the horticultural areas to grow and supply horticultural products for retail.

2. Ensure that the public horticultural areas display the products in a manner appropriate to the retail operation.

3. Support staff and people we support to gain knowledge and experience of working in a horticulture working environment

4. Ensuring that plants are correctly tended and standards of quality are met.

5. Identifying and order stock, equipment and other necessary resources and do so operating within a budget.

6. Contacting and negotiating with suppliers and other local organisations as necessary

7. Managing stock levels and stock control appropriate to the retail needs.

8. Overseeing the delivery and safe storage of purchases.

9. Assisting customers with plant identification and provide advice on plant care

10. Provide horticultural products appropriate

to the seasons and seasonal peaks and troughs

11. Advise on the product trends and other market changes.

12. Advise on a competitive pricing structure and arrange the products to be labelled / priced within the plant areas.

13. To coordinate grounds maintenance and gardening activities, to include: Hedge Trimming, Weeding, Leaf Clearing, Weed Spraying and other tasks as required.

14. Advise on products relative to the main competitors

15. Support the garden centre team to deliver special promotions, displays and events.

16. As necessary, support the retail staff in the shop/café area

17. Attending relevant meetings.

18. To drive, if required, the organisation's minibuses (if qualified to do so) to collect stock/supplies

19. To work alongside and direct and manage the volunteers and staff working within the horticultural areas, particularly at the weekends.
Safe Working

- 20.** Supporting the site manager to comply with site health and safety regulations as required
- 21.** To ensure the safe condition, use and storage of all grounds and garden tools, equipment and materials.
- 22.** Work safely with and apply chemicals (including fertilisers and pest control products) as necessary
- 23.** Ensure all horticultural areas kept clean, tidy and free of obstruction.
- 24.** Identify concerns and liaise with the maintenance department or external agencies to ensure the horticultural areas are safe and fit for purpose (glass houses, sheds and other horticultural structures)
- 25.** To maintain all boundary fences and hedges in a good state of repair
Working with people we support
- 26.** To be aware that individuals have support plans detailing their support needs for communication and behaviour when working with them in horticultural areas
- 27.** To utilise the provided knowledge and training in autism to work with and support individuals where appropriate.
- 28.** To be aware of the personal risk assessments that are in place for all service users
- 29.** To ensure that the organisation's core values are upheld
- 30.** To understand safeguarding and to pass any concerns on to the relevant managers.

Data Protection Act / GDPR

We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

Other:

All staff are required to represent Autism Together in a professional and responsible manner at all times.

Staff are required to undertake, in exceptional circumstances, and following prior consultation, other duties which may, from time to time be specified by senior management.

As with all post in the organisation, a high degree of confidentiality is expected at all times. At no time will the post holder discuss the individual people we support, their families or other confidential matters connected with Autism Together and its staff, outside of the organisation. Notwithstanding, under our confidential reporting policy you will be required to raise any concerns, particularly those concerns which may be deemed a matter of safeguarding the people we support.

This is intended as a guide to the main responsibilities of the post, and is not an exhaustive list of duties. This job description is subject to amendment, following consultation with the post holder.

7 Personal Specification

	ESSENTIAL	DESIRABLE
Qualifications		Horticultural qualification
Knowledge	<p>Excellent knowledge of plant cultivation</p> <p>Good knowledge of plant pests, diseases and their treatment</p> <p>Knowledge of Health & Safety at Work</p>	Knowledge of people with Autism and learning difficulties
Experience		<p>Experience of preparing plants for retail garden centre or retail outlet</p> <p>Previous experience of working in nursery</p> <p>Experience ordering stock</p> <p>Experience managing a budget</p>
Personal Qualities/	<p>Ability to use initiative and develop services</p> <p>Flexible to meet operational requirements; may include weekends</p> <p>Ability to physically undertake the duties associated with the role which involves lifting, pushing/pulling of loads, standing work.</p> <p>Fully vaccinated against COVID-19</p>	<p>Ability to drive</p> <p>IT skills</p>

8 Terms and Conditions

Salary:	<p>This is a full time permanent position. The salary will be c. £21,500 per annum.</p>
Hours:	<p>Hours are 37 ½ per week Monday to Friday 9:00 am – 4.30 pm. Attendance at meetings, courses etc. out of normal hours and at locations outside the Wirral may be required.</p>
Annual leave:	<p>5 weeks annual leave plus statutory bank holiday entitlement (equivalent to 8 days). One additional day's holiday is awarded following completion of 5 years' service and two additional days on completion of 10 years' service. Company sick pay scheme, up to 8 weeks full and 8 weeks half pay, based on length of service. Attendance incentive scheme.</p>
Pension:	<p>Access to a defined contribution pension scheme through NEST with statutory contribution from the organisation..</p>
Benefits	<p>Access to a tax free cycle to work scheme. (post probation) Comprehensive training programme Company benefits with discounts at local shops and leisure facilities.</p>
Location:	<p>The post is based in Bromborough Pool, Wirral, but you may be required to work at any of the sites across Wirral and the Cheshire Borders.</p>