**JOB DESCRIPTION**

**ROLE TITLE:** Gateway Community Garden Co-ordinator

(Fixed term 1st May 2025 – 31st April 2026)

**REPORTING TO:** Gateway/Outside and Active Assistant Manager

**LOCATION:** Gateway Community Gardens - Reigate with some admin tasks at home

**HOURS:** Part time 14 hrs per week (Wednesdays & Thursdays 9.30-5.30pm). Approx. 4 hours week on admin tasks from home. £13.78 per hour.

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged young people, adults and families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Work Wellbeing** and our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24’s into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats.**

**Our Vision**

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

**Our Mission**To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

**Nurture through Nature Programme (Gateway)**

Surrey Care Trust’s existing Nurture Through Nature activities include therapeutic horticulture sessions at our dedicated Gateway Allotment (and Stanwell Community Allotment), nature excursions and informally mentored conservation activities aboard our Swingbridge Community Boats, and activities (ie sessions with ponies/donkeys or paddleboarding) integrated into our mentoring packages.

At Gateway garden, we work with a variety of young people with mental health needs including anxiety, isolation, low confidence, low mood, PTSD, gender dysphoria, bullying, self-harm, social dysfunction and ASD/ADHD. We also support young people who are struggling with mainstream education, adults/parents affected by poor mental health, adults affected by early psychosis, and young people with poor social, emotional, and physical health. Partnership).

Our contacts and partnerships with referring agencies will help us respond proactively to emerging areas of need in the community; unsupported young people with mental health challenges, those vulnerable and socially isolated young people and adults, hard to reach client groups who will benefit from upskilling opportunities, young people not engaged in education,

**Overall purpose of the role**

* To plan and deliver sessions with the Outside and Active Assistant Manager, aimed at supporting people to improve their mental well-being and engagement within referring agencies, schools, and/or the local community.
* Administer the outcomes and data from clients to monitor and evaluate their progress, ensuring data is captured and recorded electronically
* Record data for participants and for session planning.
* Supporting volunteers in the garden to engage and provide support to the clients and staff on site.

**Duties and Responsibilities:**

* Deliver and assist the Assistant Manager to deliver sessions on site to improve client’s wellbeing. Activities will be focussed on nature and social interaction, building on well-established principles that show how peer support, physical activity and the natural world can significantly improve mental health.
* Support our beneficiaries to improve confidence, upskilling and communication skills.
* Create the development of the programme to ensure the smooth running of the sessions and varied activities are planned in the Garden. Meeting and greeting clients, ensuring sessions run to time and clients are engaged in various activities set out at the start of the session.
* Administer using an effective outcome tool for evaluation and monitoring, Barriers and challenges and case studies.
* Ensuring safeguarding and H&S measures are in place, inform and carry out pre course paperwork for assessment and recording.
* Meet and greeting clients, ensuring sessions run to time and clients are engaged in various activities set out at the start of the session to ensure Health & Safety is always maintained on site at all times.
* Keep Registers/up to date information/logs/accident reports etc for general admin and record data for participants
* Support onsite volunteers to create a ‘safe’ and supportive working environment.
* Networking with a range of organisations to develop referral routes and promotion of the project.
* Any other duties commensurate with the role
* **Health & Safety**
* All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.
* **General**
* This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

Please note you will be required to undertake DBS clearance for this role

For an initial discussion please contact Cathy Leamon, Mentoring and Steps2Work Manager on 07730570305

**Skills and Expertise**

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| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **Education, Training and Work Qualifications** | |
| A Level standard or equivalent | National recognised relevant qualification e.g. youth work, teaching |
| **Relevant Experience** | |
| Some experience of working with young people | Experience in working with contract requirements  Experience of working with young people in a paid capacity, e.g. youth work, school, college etc |
| Experience of working in an organisational or administrative capacity | Experience of working in a charity |
| Good standard of computer literacy including Microsoft Office at intermediate level |  |
| Experience of using databases and complex spreadsheets, record data accurately within specific timeframes |  |
| **Knowledge** | |
| Safeguarding awareness, commitment, and training |  |
| Interest in, with some knowledge of, horticulture and how outdoor activities can engage and promote positive wellbeing |  |
| **Skills and Expertise** | |
| Able to relate confidently to both adult volunteers, parents, wider family members and young people |  |
| Excellent planning, administrative and organisational skills |  |
| Strong verbal and written communication skills | Experience of leading groups and supporting individuals |
| Flexible in approach, using initiative, prioritise own workload and work remotely |  |
| Ability to work outdoors throughout the year |  |
| Car driver with full licence |  |

Please note you will be required to undertake DBS clearance for this role

**For an initial discussion about this role please contact** Cathy Leamon, Steps2Work Lead and Gateway/O&A Programme Manager on 07730570305

**To submit an application please complete an application form and send it to** [**recruitment@surreycaretrust.org.uk**](mailto:recruitment@surreycaretrust.org.uk) **– Closing date for applications is 3/04/2025**