



## **SUPPORT WORKER Rhubarb Farm CIC**

### **JOB DESCRIPTION AND JOB SPECIFICATION**

<b>Job Title:</b>	<b>Support Worker</b>
<b>Reports to:</b>	<b>Volunteer Co-ordinator</b>
<b>Responsible for:</b>	<b>Volunteers</b>
<b>Grade /Salary:</b>	<b>£16k 0.6 WTE</b>

#### **Underlying values associated with all posts within Rhubarb Farm:**

The role/duties of the post are outlined below. In undertaking this role, the Support Worker will be expected to act at all times in a way that is consistent with, and actively supports Rhubarb Farm's values and operating principles.

#### **Role Purpose:**

1. To support volunteers who have additional needs
2. To develop the Rhubarb Farm horticultural and other activities to provide volunteering opportunities for a wide variety of people with long-term needs

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Provide support for vulnerable people and school students attending Rhubarb Farm as volunteers.
2. With other staff, identify the areas and activities on site that volunteers are interested to work in
3. Help arrange work for volunteers on site when needed
4. Register and provide induction for new volunteers
5. Work alongside volunteers on Rhubarb Farm teaching knowledge and skills, helping them to gain confidence and helping them socialise with others on site
6. Identify volunteers' other interests.

7. Get to know volunteers through supporting them in their practical work
8. Liaise with other staff to enable them to develop forward plans with volunteers
9. Work with other staff to identify those volunteers who would be able and willing to become Buddy Volunteers
10. Supporting Buddy Volunteers in their work on site
11. Work with other staff to identify the training needs of volunteers and Buddy Volunteers
12. Sort out issues and problems on site with other staff.
13. With other Rhubarb Farm staff and volunteers, plan and develop future expansion of activities on site to meet the interests of volunteers eg woodcarving, craftwork, artwork
14. Work with other staff to conduct surveys and consult volunteers
15. Maintain ongoing records/vocational profiles and time sheets on the progression of volunteers
16. Undertake any other duties that may occur as required

## PERSON SPECIFICATION      Support Worker

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>		Relevant OCN/NVQ level 4 or equivalent. Support work/GCSE English
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Proven ability of working with and understanding mental health issues</li> <li>• Ability to work effectively as part of a team in a collaborative and supportive manner</li> <li>• Ability to induct, train and develop volunteers</li> <li>• Excellent communication skills</li> <li>• Understanding of health and safety regulations as they apply to Rhubarb Farm, and how these need to be applied on</li> </ul>	<ul style="list-style-type: none"> <li>• Word processing, publishing, powerpoint and spreadsheet software usage</li> <li>• Horticultural and/or construction and/or craft and/or environmental skills and abilities</li> <li>• <b>Ability to create/develop activities for volunteers with varying levels of ability</b></li> <li>• Ability to agree and monitor appropriate development activities</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with vulnerable adults e.g. those with learning difficulties, mental health problems, ex-offenders, people with long-term health conditions etc</li> <li>• Experience of setting targets to support achievements of learning outcomes and obstacles to remaining in volunteering or employment</li> <li>• Experience and knowledge of electronic record-keeping and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a community setting.</li> <li>• Experience of managing, inducting, training and developing volunteers in an outdoor setting</li> <li>• Experience of working with individuals to assess their needs</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>• Confident</li> <li>• Empathetic manner with people</li> <li>• Prepared to be flexible</li> <li>• Able to use initiative</li> <li>• Ability to work under pressure</li> <li>• Organised and good time-management skills</li> <li>• Comfortable outdoors in all weathers</li> <li>• Commitment to weekend working on a rota</li> <li>• Be prepared to be involved in all tasks relevant to the successful management of Rhubarb Farm</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Commitment to support Rhubarb Farm's values and mission</li> </ul>	
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Demonstrable ability to work effectively with people from a range of ethnic, cultural and social backgrounds, both genders, all ages, abilities, and any religious or sexual orientation.</li> </ul>	

## **Further information and General Responsibilities**

### **Confidentiality**

Ensure confidentiality at all times, only releasing confidential information in line with Rhubarb Farm policy.

### **Data Protection Act**

Comply with the requirements of the Data Protection Act.

### **Equal Opportunities and Diversity**

Ensure that all service users, partners, colleagues are treated as individuals within Rhubarb Farm's Diversity and Equality framework

### **Health and Safety**

You are required to comply at all times with the requirements of the Health and Safety regulations and Rhubarb Farm's Health and Safety Policy and Procedures.

## **TERMS AND CONDITIONS**

Salary: **£16k pro rata for 0.6 WTE**

Contract Type: Fixed term for one year 2018-2019, tied to funding stream.

Location: Based at Rhubarb Farm, Langwith

Hours : Part-time, 3 days per week. Extra hours sometimes available to cover other staff holidays.

Pension: By negotiation

Probationary Period: All new employees are required to serve a 4 month probationary period. During this period notice of termination by either party will be one week.