

Volunteer Role Description

Role Title	Gardener
Purpose of the role	Help maintain the garden areas
Where	Lothian wide
When	Volunteer times are agreed with the team
Tasks to be undertaken	To maintain garden spaces
Skills, Attitudes and Experience needed	<ul style="list-style-type: none"> • Adhere to all health and safety and fire regulations • Some basic garden care experience • Willingness to learn • Good people skills • Reliable and punctual • Working as part of a team or on your own • To be motivated in the volunteering activities undertaken • Maintaining the garden - planting, clearing garden – dead heading and cutting back, seasonal requirements etc • Maintenance of tools and safety issues • Able to work within NHS Lothian Health and Safety and Infection Control protocols <p>NB All volunteers are reminded of the need for complete confidentiality in respect of patients and their families. All volunteers must therefore be extremely careful not to discuss outside of the volunteer location any information that they have acquired either directly or indirectly in the course of their duties relating to employees or volunteers.</p>
Support /Supervision	Volunteers will have a named contact on duty as well as Voluntary Service Manager (VSM)
Expenses	Agreed out of pocket expenses which are incurred when carrying out this volunteer role will be reimbursed in line with the NHS Lothian volunteer expenses policy and signed off by the VSM.
How to apply / what happens next	Application Pack, Informal interview, Training, Health Status checks, Disclosure/PVG
Created, by whom	Claire Garton (VSM) April 2021