

**JOB DESCRIPTION**

**PRINCES PARK GARDEN CENTRE (ABILITY COOPERATIVE LTD)**

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| Job Title | Work Support Mentor |
| Grade/ Salary | £17,000 per annum (in line with the Living wage) |
| Hours of work | 9.00 am to 4.00 pm, 5 days per week (Monday to Friday) with voluntary weekend shifts available |
| Location/ Base | Princes Park Garden Centre Irlam |
| Reporting to: | Manager/ Day Opportunities Manager |
| Responsible for: |  |

**Job Purpose/ Summary**

To provide support for disabled people to have a positive and meaningful experience whilst on training, volunteering or placements at the Princes Park Garden Centre. To support service users to develop basic skills and progress in a work environment. To actively contribute to the continuing development of the service. To work with other agencies.

**Duties and Responsibilities**

1. To support service users with a personal development plan to help identify key learning outcomes at the start of the placements
2. To support and monitor basic skills needed to work effectively in the garden centre and associated businesses
3. To support placements and keep records on a week by week basis, to complete log books, recording experiences and learning.
4. To contribute to monitoring and evaluation
5. To support appropriate risk assessment, the maintenance of high levels of health and safety and other mandatory requirements
6. To support and develop volunteers at the Princes Park Garden Centre.
7. To contribute to and be actively involved in the development of the service
8. To be involved and contribute to projects, as required, including Walking Football and Speech Therapy
9. To work with service users, the on-site cafe and the local community on various projects, including community growing, allotments and providing food for communities (using the concept of “sow, grow, cook and eat” to provide “free” food for users of the Princes Park Garden Centre and the wider community).
10. To assist in the development of work with the Lancashire Wildlife Trust and other partners to improve the local and wider environment.
11. To attend mandatory and other relevant training to meet the needs of the business and for personal development
12. To contribute to and be actively involved in the on-going development of the Princes Park Garden Centre and physical and technical support on site.
13. To work flexibly to meet the needs of the business

**General**

1. The postholder shall carry out his/her duties with full regard to Ability Cooperative Ltd policies, including Equal Opportunities, Health and Safety and Safeguarding.
2. The postholder will undertake any other duties consistent with the grading of the post, which may be assigned to the postholder from time to time.

**Review Arrangements**

The details contained in this job description reflect the content of the job at the time the job description was prepared. It should be remembered, however, that it is inevitable that the nature of individual jobs will change over time and that existing duties may be lost and other duties gained, without changing the general character of the duties or the level of responsibilities entailed. Consequently, the Ability Cooperative Ltd will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

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| Job Description prepared by: | Date: |
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Agreed by postholder....................................(Signature) Date:...............................