

# **Routeways' Volunteer Task Outline For Diggin' It!**

**Title:** Volunteer Gardener

**Purpose:** To support the Diggin' It! team so as to deliver its aims of growing organic produce, whilst engaging with a range of people including children and young people through their schools, and voluntary groups.

**Reporting to:** Head Gardener

**Location:** Diggin' It!, Penlee Allotment site, Stoke, Plymouth

## **Tasks:**

- Support the gardeners in a wide variety of gardening activities, to include:
- Maintenance of beds for cultivation of fruit, vegetables, herbs.
- Harvesting
- General care and maintenance of plants growing both outside and within the polytunnel.
- Support individuals that have been referred to the project in helping them engage in growing, nurturing and harvesting produce.
- General upkeep of composting areas.
- Maintenance of wildlife areas and pond.
- Maintenance of tools and equipment, ensuring health and safety and security measures are adhered to.
- Other activities, to include:
- Supporting at Diggin It events and courses.
- General housekeeping – cleaning Portakabin, classroom and compost loo.

**Time Commitment:**

As agreed prior to commencement of volunteering opportunity and detailed in Volunteer Agreement, signed by Diggin' It and volunteer.

**Support and Supervision:**

Working alongside a team of volunteers, under the guidance of Diggin' It's Staff. Supervision sessions will take place at which time monitoring and dealing with problems can be formally addressed, although it is expected that should any issues arise, volunteers will feel able to speak to members of staff at any time.

**Qualifications, Skills and Experience:**

No formal qualifications are necessary for this role, although some knowledge of organic gardening and/or working with disadvantaged groups of people or children and young people would be advantageous. Volunteers wishing to gain this experience and skills are encouraged to apply as the main qualification for the role is having an interest in organic gardening and engaging with children and young people and/or disadvantaged members of society.

**Selection Procedure:**

- Prospective volunteers are invited to ring Diggin It on 01752 558209 to arrange a suitable time for an initial visit.
- A meeting will be arranged between Diggin' It! and the interested volunteer, to discuss whether volunteering with Diggin' It! is appropriate and whether it will provide the volunteering opportunities they are hoping for.
- Two references will be requested and taken up prior to any agreement
- A trial period of four weeks will allow Diggin' It and the volunteer to decide whether they wish to continue with the volunteering opportunity. Police checks will be undertaken by the project after the volunteer has completed a successful four weeks.
- Training and development will include full induction to the project, including health and safety, equal opportunities, confidentiality and diversity and inclusion. Further development needs will be identified at supervision and addressed appropriately.

**Benefits to the volunteer:**

- You can make a difference to the lives of disadvantaged people/children and young people
- You can learn new skills and gain valuable experience
- You will have fun whilst you volunteer
- Your gift of time, skills and experience will be used well.
- Your volunteering will be appreciated and recognised.
- You will be provided with all the information and guidance required for you to carry out your volunteering. You will be encouraged to develop in your volunteering role.
- You can expect Diggin' It! to seek your views on its work and on your volunteering.
- You volunteer in an organisation that is striving to be non-discriminatory and diverse.
- You volunteer in an environment that is safe.
- You will be covered by Routeways' insurance policies.
- You won't be out of pocket.
- You can expect Routeways to help you to resolve any difficulties you may have with Routeways or your volunteering.