London Wildlife Trust
Potted History Sessional Worker
Job Description and Person Specification

Responsible to: Potter History Project Officer/Senior Site and Projects Officer – CWG
Located at: Centre for Wildlife Gardening (CWG)

Main Areas of Responsibility

- Deliver nature based activity sessions for older people which provide physical, cognitive and social benefits to the participants
- Supervise volunteers assisting with the sessions
- Be the first point of contact for partners, family members and carers
- Carry out site and activity risk assessments as required, and complete workday records
- Ensure all resources and equipment are kept in good order
- Record, monitor and evaluate sessions, including keeping up to date records on the Skipper database
- To deal with day-to-day enquires and respond in a timely, helpful and efficient manner
- To ensure compliance with all necessary regulations and legal requirements, including the Trust’s safeguarding policy.

Other areas of responsibility:

a) Promote the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote related events and campaigns where appropriate. Ensure The Trust’s policies and procedures are adhered to at all times.

b) Health and Safety: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions on any matters of concern.

c) Equal opportunities: To work at all times within the Trust’s Equality and Diversity Policy and to promote equal opportunities wherever possible especially with regard to volunteer and membership recruitment.

d) All staff may, on occasion, contribute to the work of London Wildlife Trust’s trading arm – London Wildlife Limited

e) Adhere to the policies and plans of the Trust and be a responsible representative of the team and the Trust to external stakeholders, groups, individuals and funding bodies.

Terms and Conditions

Salary: £11.11 per hour dependant on skills and experience

Hours of work: Variable days per week including some weekends and evenings

Holidays: Holiday pay is included in the hourly rate

Tenure: Zero hours sessional contract until 31 December 2017
The London Wildlife Trust is a company limited by guarantee registered in England and Wales no. 1600379 and registered charity no. 283895.

The following experience, skills and aptitudes are those that we are looking for in candidates for the role. Those listed as ‘Essential’ are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. ‘Desirable’ skills and experience are those that it would be advantageous to have, although it is not essential.

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<th>Essential</th>
<th>Assessed At</th>
<th>Desirable</th>
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<tr>
<td>Experience of planning, organising and delivering environmental activities</td>
<td>Application &amp; Interview</td>
<td>A broad knowledge of wildlife and the urban nature conservation sector</td>
<td>Application &amp; Interview</td>
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<td>Experience of creating and developing resources for group activities with community groups, families, children or adults</td>
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<td>Experience of using reminiscence with groups or individuals</td>
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<td>Experience of wildlife gardening and food growing</td>
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<td>A first aid certificate</td>
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<td>Experience of working with older adults or adults with learning or physical disabilities</td>
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<td>Excellent organisational and IT (MS Office, Excel and Outlook) skills</td>
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<td>Strong understanding of risk assessment as it relates to the health and safety of older adults</td>
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<td>A strong understanding of safeguarding issues in both – a children and vulnerable adults context</td>
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<td>An understanding of equality and diversity in an organisational context</td>
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<td>Excellent verbal and written communication skills</td>
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<td>Self-motivated with a solution based approach to tasks</td>
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<td>A commitment to London Wildlife Trust’s aims and values</td>
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A DBS (formerly CRB check) check is required for this role.