



Duffield Helping Hands (DHH) Volunteer Role Description	
Role title	Temporary Gardening Help Volunteer
Objective(s) of role	<ul style="list-style-type: none"> <li>To carry out basic gardening help whilst client is temporarily indisposed or makes permanent arrangements as requested by DHH Coordinator.</li> </ul>
Brief description of tasks and activities to be undertaken	<ul style="list-style-type: none"> <li>To receive requests from DHH Coordinator.</li> <li>To record the client's contact details and outline requirements.</li> <li>To contact the client to discuss the detail of their request and a timescale for the task. Liaise with the client if arrangements have to be changed.</li> <li>To complete activity as issued by RJWDC ensuring the client understands the limits of the service as explained by the DHH Coordinator eg               <ul style="list-style-type: none"> <li>light weeding</li> <li>watering plants, shrubs</li> <li>grass cutting preferably with client's own equipment</li> </ul>               NB NO TASKS TO BE UNDERTAKEN IF VOLUNTEER DEEMS THERE TO BE AN ELEMENT OF RISK.             </li> <li>To discuss if further short-term gardening tasks should be arranged between self and client in future and give contact details.</li> <li>On completion of task report to DHH Coordinator, discuss any problems and any ongoing arrangements have been made.</li> </ul>
Name and contact details of the person who the volunteer reports to	Volunteer Gardening Coordinator:  DHH Coordinator on 01332 840349 or emma.wcm@westoncentre.org.uk
How the role fits in with DuCS' work	<ul style="list-style-type: none"> <li>Aids effective and coordinated responses to clients' needs.</li> <li>Enables DHH to meet insurance and legislative requirements.</li> <li>Builds confidence of service users, volunteers, RJWDC Trustees on effectiveness and reliability of DHH services.</li> <li>Contributes to RJWDC achieving its charitable aims and objectives.</li> </ul>
Expectations of behaviour and dress (if appropriate)	To be pleasant, non-judgemental, friendly and honest. To follow all RJWDC procedures and expectations.
Required person specifications (if appropriate)	<ul style="list-style-type: none"> <li>Be fit, able and healthy.</li> <li>Aged over 18.</li> <li>Have basic gardening knowledge, skills and experience.</li> </ul>
Approximate amount of time required for the role per week	Approximately one to two hours depending on activity.

Other relevant information	<ul style="list-style-type: none"><li>• To understand and maintain confidential working practices as agreed.</li><li>• To report any problems to the DHH Coordinator asap.</li><li>• To maintain and practice agreed safeguarding procedures.</li></ul>
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