



## Volunteer Person Specification

**Role Title:** Garden Co-ordinator/Lead Gardener

**Department:** Quay Place

**Date:** August 2017

### **Main Duties and Responsibilities:**

1. To guide and lead others in all aspects of looking after the gardens. Running a monthly 2 hour group for others to join in.
2. Encourage and motivate others in the garden helping to assign tasks according to different levels
3. Ongoing maintenance of gardens, planting, design and ongoing ground support.
4. Reporting to Senior QP Administrator and updating on issues or resources required in the garden.

**Days/hours for role:** To be agreed

**Location:** Quay Place, Ipswich

**DBS Check Applicable:** No

<b>Attributes</b>	<b>Criteria</b>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• <b>Organised</b></li> <li>• <b>Work with the garden team to design and plant the garden</b></li> <li>• <b>Ongoing grounds maintenance</b></li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• <b>Has familiarity with all plant species</b></li> <li>• <b>Horticulture experience – knowledge/background or just a real love of plants and gardens</b></li> <li>• <b>Interacting with public</b></li> </ul>
<b>Attitudes &amp; Values</b>	<ul style="list-style-type: none"> <li>• <b>Enjoys being part of a team</b></li> <li>• <b>Interest in local history</b></li> <li>• <b>Reliable</b></li> <li>• <b>Committed to project</b></li> </ul>



QUAY PLACE