



## **Solent Mind - Job Description**

**Job Title: Plants For People Service Manager  
(Mayfield Nurseries)**

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### **Purpose:**

**Mayfield Nurseries is a wholly owned subsidiary of Solent Mind and charitable social enterprise, supporting people with enduring mental health problems and dementia. Our overarching aim is to create positive change for people living with these conditions by enabling them to take the steps to improve their health and wellbeing. This is achieved through the provision of horticultural therapy, vocational training, wellbeing and peer services and community based services.**

**The purpose of this role, following a successful funding grant from The National Lottery Community Fund, is to lead our community based Plants For People project, overseeing implementation of new community based sites, completion and sustainability of existing sites, monitoring and evaluation and supervision of staff within the project.**

Working in partnership with Southampton City Council, the purpose of Plants For People is to encourage residents on housing estates to engage in gardening to bring about positive change to the places in which they live, building healthier and happier communities.

You will ensure that the project:

- Engages residents in gardening activities to improve their local environment.
- Maintains and improves existing planted areas including weeding, plant maintenance and planting.
- Helps people to grow plants to enable improvement to the local area.
- Partnership working with other organisations and community groups to make a lasting impact to these areas.
- The effective development, monitoring and evaluation of activities within this project.
- Runs effective and high quality horticultural skills and employability courses for residents

**Reports To: Head Of Social Enterprise**

**Direct Reports: Team Leader - Plants For People**

**Indirect Reports: Senior Support Worker, Volunteers - Plants For People**

<b>Key Relationships:</b>	<b>Residents, SCC Decent Communities Team, Mayfield Nurseries staff and volunteers, community and voluntary groups.</b>
<b>Location:</b>	<b>Based at Southampton (Mayfield Nurseries), working across various sites in Southampton</b>
<b>Hours:</b>	<b>22.5 Hours Per Week (Wednesday, Thursday, Friday)</b>
<b>Contract:</b>	<b>Fixed Term Until 31 July 2023</b>
<b>Salary Range:</b>	<b>£27,817 to £29,959 Pro Rata Per Annum (SM PP 33-36)</b>

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## **Main Responsibilities**

- Ensure project aims and objectives are met.
- Manage project staff to fulfil their job requirements, in particular leading on engagement strategies.
- Work closely with Southampton City Council (SCC) to secure any additional funding, identify and take control of identified land for the project, ensure security of the project locations, arrange excavation works and building works as required by each location.
- To be a point of contact for people interested in participating or volunteering with the gardening projects.
- To be the main point of contact for partners in SCC and other agencies.
- To oversee and participate in the organisation of local sessions and events to promote the scheme to residents.
- Implement robust monitoring and impact measurement procedures in line with reporting requirements of our funders.
- Oversee, alongside the Head of Social Enterprise the correct use of and robust recording of budgets and spending on the project.
- Develop relationships and partnership working with key local organisations and community groups.
- Evaluate records of participation and progress in line with project aims, adjusting strategy as needed.
- Oversee risk and ensure appropriate risk assessments are carried out which comply with appropriate health and safety measures with regard to community gardening.
- Be prepared to share best practice in community horticulture, learning from this project and any other appropriate information with other agencies, education providers and local authorities.
- Create a 'Green Mapping' exercise within Southampton for sharing with other local agencies and the local authority.

- Oversee the evaluation of the whole project using a variety of measures including a Community Wellbeing Assessment at strategic points.
- Produce written reports and evidence of impact as required by contract funders and partners.
- Attend all relevant meetings to the strategic running of this project.
- Contribute to the creation of a 'blue print' document to be shared with other local authorities who may wish to pursue similar projects.

## **General**

- To uphold the aims and values of Solent Mind
- To contribute to the ongoing development of the service and to best practice
- To work within Solent Mind policies and procedures
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public
- All employees have a responsibility to prevent abuse and neglect and report concerns
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties

**This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Solent Mind**

## Solent Mind - Person Specification

**Job Title: Plants For People Service Manager**  
**Location: Based at Southampton (Mayfield Nurseries)**

Requirement	Essential or Desirable
<p><b>Qualifications / Education / Training:</b>            Relevant qualification in horticulture, community development level 3 or higher or relevant experience to this grade</p>	Essential
<p><b>Experience:</b>            Experience of managing staff in horticultural or third sector settings            Experience of monitoring, recording and impact measurement            Experience of community work which engages and motivates people to participate            Experience of managing volunteers            Event organisation experience</p>	Essential Essential Essential Desirable Essential
<p><b>Service Delivery Knowledge/Skills/Competencies:</b>            The skills to set up and facilitate a new project from its infancy            Excellent knowledge of horticulture and plant genres            Skilled in managing a community based project            Demonstrate the knowledge of how the outdoor environment and gardening can impact on people's positive wellbeing            The ability to motivate and inspire people to become involved in gardening and horticulture            Skilled in networking with stakeholders, potential stakeholders and partners            The ability to manage time and competing priorities and take responsibility for your own work and in accountabilities            Good leadership skills including listening and skill sharing as well as radical candour and sharp attention to detail            Excellent communication and organisational skills            Ability to analyse data, produce reports and review plans as required            Excellent IT skills</p>	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential

Requirement	Essential or Desirable
<b>Other:</b>	
Driving Licence	Essential
Commitment to Mayfield Nurseries & Solent Mind's values	Essential
Commitment to Mayfield Nurseries & Solent Mind's Equal Opportunities and Diversity policies	Essential
Willingness to undergo a relevant DBS check if required	Essential
Willingness to work flexible hours to meet project needs	Essential

**Date Job Originated: March 2020**  
**Date Job Reviewed:**  
**Reviewing Manager: Dan Angus**



## **DBS NOTE TO APPLICANTS**

### **Disclosure & Barring Service And Recruitment Of New Staff**

Solent Mind has registered with the Disclosure & Barring Service (DBS), previously known as CRB, in order to make safe, well informed recruitment decisions. We are ensuring that all our relevant policies meet legal and best practice requirements.

We have assessed the post of:-

### **PLANTS FOR PEOPLE SERVICE MANAGER (Mayfield Nurseries)**

As requiring an:-

**Enhanced & Barred** level of disclosure.

All convictions, including convictions which would otherwise be "spent" under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application.

Solent Mind will determine the relevance of any convictions to the post applied for in line with guidance from the DBS.

Any applicant who is offered employment will be subject to a DBS check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Applicants will have the opportunity to discuss any disclosure information before a final decision is made as part of the post interview process.