



Education & Skills  
Funding Agency

Green Health Thames Valley require a **PART TIME PROJECT CO-ORDINATOR** for our Horticulture Therapy charity.

Initial 6 month contract with scope to extend subject to receipt of additional funding

Up to £11.00 per hour on a self-employed basis  
09.30 - 16.30 Tuesdays and Thursdays

### *About us*

Green Health Thames Valley is a small charity that provides horticulture therapy support for people with mental health challenges.

Operating in our small community garden in Whitley we now require a part time project co-ordinator to support our Horticultural Therapist to deliver top quality support to our clients.

We currently operate on Tuesdays and Thursdays and you must be available on these days.

Whilst we current blend working from home with on-site working due to Covid restrictions the role will be fully based on site as restrictions ease.

Reporting to our Horticultural Therapist the role requires a range of well - developed administrative and people skills including;

### *Main duties*

- 1) Review, develop and maintain ESF compliant systems that capture:
  - client enrolment forms
  - client attendance logs
  - individual client learner records and development plans
  - client outcomes producing monthly and quarterly management reports
  - maintain an up to date client database
  - ensure systems are GDPR compliant
- 2) To be the initial point of contact for referrers, clients and volunteers providing support and co-ordination of clients and volunteers as necessary
- 3) Maintain a project image bank of good quality labelled photos and videos

*Providing horticultural therapy to support mental health*  
*Charity number; 1173640*

- 4) Ensure office supplies and resources are maintained
- 5) Keep the GHTV website and social media outlets up to date and relevant
- 6) Develop a calendar of social media activity aligned to inter/national awareness raising events such as mental health awareness week
- 7) Work alongside and liaise with Horticultural Therapist supporting clients and volunteers
- 8) Track and monitor funding opportunities supporting the chair and trustees
- 9) Provide secretariat for bi-monthly trustee meetings (usually early evening); attend occasional meetings on behalf of GHTV, collating information and reporting back as necessary
- 10) Occasional tasks such as short periods of client supervision and gardening Activities

### *About you*

You must be a bright and personable individual who works well in a small team. Whilst no prior experience of working in mental health settings is necessary you must be empathetic to the various mental health challenges our clients face.

- You must possess at least two year's administration experience
- You will be a very organised person who works in an orderly way
- You should be literate and numerate to level 3 and be able to develop and manage spreadsheets and databases
- You must be able to work independently
- You should be approachable, with a good sense of humour and willing to turn your hand to various tasks - including occasional gardening based activities as requested
- You must possess an up to date DBS check or be able to pass one
- Be eligible to work in the UK
- You must be able to provide two referees, including your most recent employer

Please send your CV and a short covering letter (two pages max) setting out your relevant experience and why you are the right person for the role to [info@greenhealththamesvalley.org.uk](mailto:info@greenhealththamesvalley.org.uk)

The closing date for applications is 12 noon Thursday 14 January 2021  
Interviews will be held week of 18 January and likely to be held on-line

Please contact [info@greenhealththamesvalley.org.uk](mailto:info@greenhealththamesvalley.org.uk) to arrange an informal discussion about the role if required.

For more information about us visit [www.greenhealththamesvalley.org.uk](http://www.greenhealththamesvalley.org.uk)

*This position is funded by the European Social Fund & Education & Skills Funding Agency.  
Please note the UK's departure from the EU does not affect funding for this position*