



Diocese of Westminster

Job Profile	Gardening Support Assistant
Department / Parish / Agency	St Joseph's Pastoral Centre
Reporting to	Horticulture Tutor
Cost Centre	98L
Location / Address	Caritas St Joseph's, Hendon, NW4
Management of	n/a
Contract type	1-year fixed term
Hours	2 days a week
Salary	£14.80 per hour
Job reference number	840-98L

Job Purpose:

1. To provide support to the horticulture tutor with gardening tasks such as weeding, deadheading, and watering in the growing months.
2. To teach two students the basics of gardening and support them to learn from the gardening activities.
3. To assist in the maintenance of our allotment and polytunnel with the two students by offering them practical assistance to ensure that they perform as independently as possible; and exercise choice.

Principal duties and responsibilities:

1. To support the Horticulture tutor outside the classroom, working in line with the St Joseph's Pastoral Centre ethos and policies of good practice.
2. To work in line with the course plans for the horticulture class, and to show initiative in developing these to meet the needs and aspiration of horticulture tutor.
3. To work in accordance with St Joseph's Pastoral Centre's Health & Safety policies, confidentiality policy, POVA {Protection of Vulnerable Adults} procedures, and risk assessments.

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Competencies	Essential/ Desirable
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Knowledge and experience of gardening and growing	E
Knowledge and experience of working with people who have learning difficulties	
Experience working within a faith-based, non-profit, or charitable organisation	D
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D

Confidentiality

1. It is expected that all St Joseph's Pastoral Centre employees and volunteers will understand that our work is confidential and that personal details about people we work with and their families should not be divulged to members of the public.

Other

The post is subject to an enhanced check by Disclosure and Barring Service

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required