

PORLOCK PARISH COUNCIL

VOLUNTEER GARDENER ROLE DESCRIPTION



Role Title: Volunteer Gardener

Location: Various community spaces within Porlock Parish

Reporting to: Cllr. Don Heath

Purpose of the Role:

To help maintain and enhance public green spaces, contributing to the beauty, biodiversity, and wellbeing of the local community.

Key Responsibilities:

- Planting, pruning, weeding, and watering flower beds and borders
- Maintaining planters, hanging baskets, and community gardens
- Assisting with seasonal tasks (e.g. leaf clearing, mulching, composting)
- Supporting environmental initiatives such as wildlife-friendly planting
- Reporting any hazards or issues in public green spaces
- Working collaboratively with other volunteers and council staff

Skills & Experience:

- Basic gardening knowledge (training can be provided)
- Enjoyment of outdoor work in various weather conditions
- Ability to work independently and as part of a team
- Reliability and a positive attitude

Time Commitment:

- Flexible – ideally a couple of hours per week, depending on availability and seasonal needs.

Support Provided:

- Induction and safety briefing
- Tools and equipment provided
- Ongoing support from the Parish Council
- Recognition through community events or newsletters

Benefits:

- Contributing to the local environment and community pride
- Learning new skills and meeting like-minded people
- Physical activity and time outdoors

Safety Guidelines:

To ensure the wellbeing of all volunteers, the following safety measures must be followed:

1. **Protective Clothing:** Volunteers should wear sturdy footwear, gloves, and weather-appropriate clothing.
2. **Tool Safety:** Use tools responsibly. If bringing your own tools then make sure they are safe to use. When supplied by the council report any damaged or unsafe equipment.
3. **Manual Handling:** Avoid lifting heavy items alone. Use proper lifting techniques and ask for help when needed.
4. **Weather Awareness:** Stay hydrated, wear sun protection, and avoid working in extreme weather conditions.
5. **Chemical Use:** Volunteers must not use herbicides, pesticides, or other chemicals.

6. First Aid: A basic first aid kit will be available. Any injuries must be reported to the lead councillor or the parish clerk immediately.
7. Lone Working: Volunteers should avoid working alone in secluded areas. Inform someone of your location and expected return time. (Please refer to the Lone Working Policy)
8. Public Interaction: Be courteous to members of the public and report any concerns or incidents to the lead councillor or the parish clerk.