



Portsmouth
CITY COUNCIL



Growing & Retail Assistant x 2 posts

Salary: Band 4 £18,948 - £20,159 p.a. pro rata

Hours: 16 hours per week to be worked flexibly and to include one weekend day each week

Job type: fixed term until 31 March 2023

Location: Waterfront Garden Centre and Henderson Road garden

Portsmouth City Council is committed to safeguarding and promoting the welfare of vulnerable adults, and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

What is the role?

Working as part of the Culture, Leisure and Regulatory Services team your role will be to:

- assist the project co-ordinator in ensuring the delivery of the growing and retail offer
- deal with the general public to sell plants and garden related items and to give plant and growing advice
- assist the co-ordinator in the support of adults with learning disabilities (our 'Growers')
- assist the co-ordinator in the management and support of volunteers
- take responsibility for the project in the absence of the co-ordinator

Who are we looking for?

You need to demonstrate tangible evidence of your proven experience and success in the following areas:

1. experience of directly working with the public
2. experience of working with plants and overall plant knowledge which can be shared with the public
3. experience of working with adults with learning disabilities
4. experience of working with volunteers
5. excellent communication skills to meet the needs of a wide range of customers, Growers and volunteers
6. retail experience
7. operating a healthy and safe working environment

You will be:



Portsmouth
CITY COUNCIL



8. A clear communicator, both in writing and verbally, who is able to clearly convey the requirements for growing of plants
9. Possessing good interpersonal skills in order to help support a team of adults with learning disabilities and volunteers, and for dealing directly with the public
10. Positive and energetic and take pride in your and our success
11. Responsible and accountable for delivery of your personal tasks and outcomes in a timely manner
12. Able to work on your own initiative
13. Flexible, as you will be required to work additional hours to cover the absence of the project coordinator or the other part time member of staff.

Closing time/date: Midnight Sunday 11th April 2021

Applications received after this may not be considered.

Interviews will be held on: Monday 19th April

How to apply: Please see attached documents at the bottom of the Job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile.
PLEASE DO NOT JUST SUBMIT A CV.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.



Portsmouth
CITY COUNCIL



LinkedIn