

**Horticulture & Workshop Instructor, Job Specification & Terms and Conditions**

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| **Job Title,** | **Horticulture & Workshop Instructor** |
| **Campaign Reference** | **Horticulture & Workshop Instructor March 2022** |
| **Closing Date** | Tuesday 15th March 2022 at 6pm |
| **Proposed Interview Date (s)** | Tuesday 22nd March 2022  A panel may be formed as a result of this campaign for **Horticulture & Workshop Instructor** from which future, part-time vacancies may be filled. |
| **Taking up Appointment** | March/April 2022 |
| **Location of Post** | This post covers the county of Wexford. Enniscorthy will be the base location. |
| **Informal Enquiries** | Ms. Aislinn O’Leary , Wexford Mental Health Association 086 1453558 [Aislinn.oleary@hse.ie](mailto:Aislinn.oleary@hse.ie); Sarah Lynch HSE [SarahE.Lynch@hse.ie](mailto:SarahE.Lynch@hse.ie) 086 4104245  Application form to be sent to Theresa Goff WMHA Henrietta St Wexford or Wexfordmha@mentalhealthireland.ie |
| **Details of Service** | Wexford Mental Health Association (WMHA) promotes positive mental health and wellbeing to all individuals and communities across County Wexford. WMHA also supports existing HSE mental health services in County Wexford. We are affiliated to [Mental Health Ireland](http://www.mentalhealthireland.ie/) and we support the objectives and policies of the national body.Our aims are to help people who experience mental health difficulties on their journey of recovery and to promote positive mental health to the people of County Wexford |
| **Reporting Relationship** | The **Horticulture & Workshop Instructor** reports to Wexford Mental Health Association. A board member of WMHA and a HSE healthcare provider will line manage this post. |
| **Purpose of the Post** | * To work as part of WMHA in the development and provision of a horticulture programme across the HSE Wexford mental health service, both in the wider community and residential settings across county Wexford * To use social and therapeutic horticulture to improve the physical and mental health of service users as well as to help develop communication, social and cognitive skills * To support service users to develop their skills, confidence and knowledge of horticulture and other related skills * To support related activities i.e. using horticulture to enhance service users’ living environment, facilitate outings to local horticulture sites with staff etc. |
| **Principal Duties and Responsibilities** | **The Horticulture & Workshop Instructor** **will be required:-**   * To design and implement in consultation with WMHA and relevant stake holders, appropriate projects and structured programmes. These activities will be geared to meet the needs of service users at the level of their ability * To support the successful implementation of policies and programmes designed to ensure that service users receive the highest level of service delivery. * In conjunction with WMHA and healthcare staff to provide for and participate in the on-going evaluation of programmes provided. * To ensure compliance with prescribed policy and procedures including all statutory requirements regarding safety and health at work, fire prevention, accounting, HR and service policies. * Working with colleagues to identify service requirements and play a significant role in strategic planning and initiating change to ensure the provision of high quality community based training programmes across the catchment area. * To assist in all matters of financial management relevant to the post * To assist in safeguarding property in the training locations against accident, fire, theft and report promptly any hazards/irregularities to healthcare staff and/or WMHA. * To identify new ways to improve quality, efficiency and reduce costs. * To advise on significant problems and opportunities requiring management attention. * To ensure compliance with Data Protection, Freedom of Information acts and confidentiality policies * To support and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must, on the latest date for receipt of completed application forms for the post, possess:**   1. **Professional Qualifications/Experience etc:**   Have obtained at least Grade D (or a Pass) in five subjects including Mathematics and English or Irish (or four subjects if Irish is included) for the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme  Or  Hold a third level qualification of at least degree standard  Or  Have obtained a comparable standard in any equivalent examination/experience   1. **Health**   A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Access to appropriate transport to fulfil the requirements of the roles as the post will involve travel across County Wexford  A knowledge and experience of working in services for people with disabilities and mental health challenges. |
| **Skills, competencies and/or knowledge** | Communication & Interpersonal Skills  Demonstrate:   * Excellent Communication and interpersonal skills in order to deal effectively with a wide range of stakeholders * The ability to present information clearly, concisely and confidently when speaking and in writing * The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role. * Demonstrate evidence of ability to empathise with and treat service users and colleagues with dignity and respect. * Proficiency of Microsoft Office Word, Excel, and email system   Professional Knowledge  Demonstrate:   * A strong knowledge base about horticulture and related subjects * A clear understanding of the HSE structures and the Mental Health Service. * An understanding of the role of recovery principles * A good understanding of relevant health and safety standards and procedures   Planning & Managing Resources  Demonstrate:   * Strong planning and organising skills including, structuring and organising own work load and that of others effectively * The ability to use computer technology effectively for the management and delivery of results * The ability to take responsibility and be accountable for the delivery of agreed objectives * A logical and pragmatic approach to workload, delivering the best possible results with the resources available   Evaluating Information, Problem Solving and Decision Making  Demonstrate:   * The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate * Ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues * A capacity to develop new proposals and put forward solutions to address problems   Leadership and Teamwork Skills  Demonstrate:   * The ability to work with the team to facilitate high performance, developing clear and realistic objectives * The ability to address performance issues within the service user group * Flexibility and willingness to adapt, positively contributing to the implementation of change * Flexibility in relation to working hours and location.   Quality & Customer/Client Focus  Demonstrate:   * Evidence of incorporating the needs of the service user into service delivery * Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation * Commitment to developing own knowledge and expertise * A client/user focus in the delivery of services * A core/user belief in and passion for the sustainable delivery of high quality service user focused services * A commitment to community development principles and practices * An understanding and commitment to the development of recovery based principles in partnership with service users * A commitment to continuing professional development |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or short listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.  WMHA is an equal opportunities employer. |
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**Workshop Instructor (6425)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is temporary and part-time. Contracts will be reviewed annually. |
| **Remuneration** | 10.5 hours per week X 19.49.06 gross per hour = €204.65 gross per week  X 40 weeks per year = €8186.05 gross |
| **Working Week** | The standard working week applying to the post is to be confirmed at job offer stage. The contract is for 10.5 hours a week for 40 weeks per annum. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage and is in line with statutory requirements. |
| **Probation** | Every appointment of a person to WMHA shall be subject to a probationary period of six months |
| **Safeguarding**  **Vulnerable Adults** | It is the responsibility of all service providers to ensure that service users are treated with respect and dignity, have their welfare promoted and receive support. Employees of WMHA should be familiar with ‘Safeguarding Vulnerable Persons at Risk of Abuse- National Policy and Procedures’ (2014). Employees will report any concerns relating to safeguarding vulnerable adults to their line manager and any other relevant government bodies. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example hand hygiene, public health guidelines in relation to COVID 19 and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of all employees to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility. |