



Job Description: Outdoor Shed Supervisor

Post Title: Outdoor Shed Supervisor
Reports to: Social Enterprise Development Manager
Hours of work: 10 hours per week
Salary range: £11 per hour
Length of Contract: Fixed Term until 31st March 2023. Contract may be extended subject to availability of funding
Location: 56 Hamilton Road, Cambuslang, G72 7NU
Funders: Mental Health and Wellbeing Fund

Job Overview

This new role will involve developing an Outdoor Shed within the community growing space at 56 Hamilton Road enabling volunteers to actively participate in woodwork, DIY and repair activities that support the wider community. You will share your skills and experience to assist participants to carry out individual or community projects utilising group work as a way to improve mental health and wellbeing of participants and creating items such as planters and benches that can be enjoyed by the wider community and in support of our community partners.

Key Accountabilities

Duties

- Support volunteers and participants with woodwork, DIY and repair projects for the wider community or individual projects.
- Use your interest and expertise to help plan and develop projects which benefit the communities of Rutherglen and Cambuslang.
- Help to develop a shed space where people can work side by side to improve their mental health and wellbeing.
- Support the Community Gardener and Outdoor Activities Co-ordinator to prioritise their time in accordance with community need.

Service Excellence

- Always provide a high level of internal and external customer service
- To listen to and involve local people in the development of the project, ensuring ownership by the local community and partners that leaves a lasting legacy for the community.



Managing Relationships

- Promote and champion the role of volunteers so that they are respected and valued for their contribution to the organisation, ensuring their experience is optimised. Celebrate success with volunteers and ensure regular feedback of progress is provided and ensuring their training needs are met.
- To establish a rapport with participants and volunteers and establish an understanding of their individual needs to optimise their experience.
- Evaluate the service provided and take appropriate remedial action.
- Liaise effectively with colleagues to exchange information and provide support when required.

Organisational Support

- Ensure compliance with LEAP's policies and procedures including the areas of finance, health and safety and employment.
- Provide occasional support to colleagues as required.
- Travel independently within the locality to attend various activities and events where suitable for the role.
- The post may involve occasional evening or weekend work, for which time off in lieu can be claimed.
- This job description serves to illustrate the type and scope of duties required for the above post and to provide an indication of the required level of responsibility. It is not an exhaustive or exclusive list and duties may vary from time to time.

CORE COMPETENCIES

Planning & Organising	Establishes an appropriate course of action for oneself and or others to accomplish specific goals and operates within deadlines while managing their time as efficiently as possible.
Motivation	Focuses energy to make things happen with positive results. Can motivate others.
Judgement	Makes decisions, analyses data, generates new ideas and determines priorities. Works safely and can take advice and



	guidance from all levels.
Flexibility	Demonstrates the ability to adapt to all situations and to achieve tasks quickly and efficiently and within the set deadlines. Understands and responds to change.
Communication	Demonstrates clear, two-way communications at all levels. Is friendly and approachable.
Teamwork	Works with and helps others to achieve common standards. Can lead or be led.
Initiative	Works with intuition and enthusiasm and can make decisions and take responsibility independently. Generates ideas and acts to solve problems.