caring for people with a life limiting illness
(Dove House Hospice Limited)

VOLUNTEER ROLE DESCRIPTION

Role Title:	Grounds and Gardens Lead Volunteer
Reports To:	Head of Estate and Facilities/Facilities Manager
Department:	Estates
Version Date:	March 2026

Vision:
Dove House Hospice has a vision, a vision that every adult within our community with a life limiting illness has the best quality of life possible, with easy access to high quality palliative care in the setting of their choosing.

Time Commitment:
For this role we require commitment of at least two shifts each week (8.00am – 12.00pm or 12.00pm to 4.00pm – can be flexible), and attendance at any agreed sessions.

Task Description:
Our hospice gardens are a haven of peace and tranquillity for our patients, their families and visitors, and staff. They also serve as a place of memorial for those who have lost a loved one. The wider grounds are often the first impression of the hospice that anyone attending sees and it is vital that they are well maintained and presented. They are maintained all year round by a dedicated team of volunteers.

The primary role of the lead volunteer is to support and lead the volunteers to look after the gardens, landscaped areas and planted borders in and around the hospice to remove litter, clear away weeds, pick up leaves, planting, watering and cutting back vegetation or pruning at appropriate times of the year to ensure the Hospice gardens and planted areas look well-kept all year round.

Work with corporate volunteers and patients and other service users alongside clinical and therapies team members.

All volunteers may be asked to help with any of the following taking into consideration their capabilities:

- Gardening including path clearing, hedge trimming, lawn mowing, weeding, etc.
- General tidying of outside areas
- Basic DIY tasks
- Garden furniture relocation
- Using tools/machinery, electric or petrol
- Supervise/assist other volunteers
- Any other reasonable request

The lead volunteer will also be asked to:

- Lead and support gardening group sessions in a welcoming and inclusive way
- Encourage participation and create a friendly, non-judgemental atmosphere
- Support participants to take part at their own pace and ability
- Help plan seasonal gardening activities (e.g. planting, watering, weeding, harvesting)
- Support the care and maintenance of garden spaces and equipment
- Promote safe gardening practices and basic health and safety
- Follow hospice policies and procedures to ensure all activities are safe, inclusive, and welcoming

All volunteers in this role need to be capable of tasks outlined above and willing to work outdoors, wearing appropriate clothing/PPE where necessary.

Personal Characteristics Needed for Role:

Interested in gardening or growing (no formal qualification needed)

Working with others

- Good face to face communication skills
- Work positively within a team and with people from different backgrounds

- Work on own with minimal supervision and as part of a team
- Use their initiative
- Comfortable supporting small groups

Sensitivity

- Inclusive and respectful of people with different abilities and confidence levels
- Friendly, patient and welcoming demeanour
- Maintain confidentiality and ethical boundaries

Open to learning:

- Committed to undertake induction and ongoing training
- Ask for help and support when needed

Commitment

- Abide by the policies, and procedures of Dove House Hospice
- Reliable and able to help plan and lead sessions
- Be proud to live and support the values of the hospice, that "United we will be passionate, positive and professional".

What we will provide:

- A supportive and welcoming volunteering experience
- Guidance, support and training
- Opportunities to develop skills for CVs, portfolios, or course requirements
- Experience working in a charitable organisation
- All plants and any equipment you would need (including PPE)
- Travel expenses
- DBS checks

Health & Safety:

All volunteers have a duty of care towards themselves and others in relation to the Health and Safety at Work Act 1974. As such it will be your responsibility to

- Make yourself familiar with our Health and Safety policy
- Abide by the above-mentioned general Health and Safety policy, procedures and responsibilities at all times
- No action is to be taken by you which could threaten your personal health and safety and that of other volunteers/employees/persons
- Report any unsafe conditions, acts or accidents
- Undertake any training as required by the organisation that may help you achieve the above responsibilities.