

# **JOB DESCRIPTION**

## **Green Spaces & Wellbeing Officer**

**Hours:** 16 hours per week (0.46 FTE)

**Salary:** £28,000 FTE (£12,800 pro-rata)

**Contract:** Fixed term to March 2027 (extension subject to funding)

**Location:** Across Abundant Borders community garden sites, Scottish Borders

**Reports to:** Operations Manager

### **1. Job Purpose**

To design and deliver accessible volunteering opportunities that enable people who cannot undertake traditional gardening work to participate meaningfully in Abundant Borders' gardens. The role builds wellbeing, develops skills, strengthens inclusion, and expands Abundant Borders' capacity to recruit, train, and support a more diverse volunteer base.

### **2. Key Responsibilities**

#### **Designing and Delivering Inclusive Volunteering Activities**

- Develop and facilitate accessible, low-impact volunteer roles, including sensory gardening, seed sorting, propagation, crafts, storytelling, and gentle nature-based tasks.
- Plan and lead guided wellbeing walks around garden sites and surrounding areas.
- Co-design activities with volunteers to ensure tasks reflect their abilities, interests, and goals.
- Deliver sessions that support mental wellbeing, confidence-building, and social connection.

#### **Supporting Volunteers**

- Provide one-to-one introductions, role matching, and ongoing encouragement.
- Operate and oversee a buddy system for new volunteers.
- Provide opportunities for volunteers to develop new skills.
- Ensure volunteers can access accredited and non-accredited training
- Create a welcoming, inclusive environment where volunteers feel safe, respected, and valued.

#### **Building Partnerships and Referral Routes**

- Work closely with:
  - **NHS Borders** social prescribing link workers
  - **Scottish Borders Council** Local Area Co-ordination

- **Walk IT** and other local partners
- Strengthen referral pathways to reach individuals experiencing disadvantage, isolation, or poor health.
- Represent Abundant Borders within local wellbeing and community networks.

### **Monitoring, Evaluation and Reporting**

- Record and track:
  - Volunteer registrations and demographics
  - Attendance and retention
  - Training uptake
  - Participation in new roles and wellbeing walks
- Use approved evaluation methodologies, e.g. the Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS) to measure wellbeing change.
- Develop case studies and gather volunteer feedback to demonstrate impact.
- Provide regular updates to the Operations Manager and contribute to quarterly reporting for trustees and funders.

### **Ensuring Accessibility and Safety**

- Adapt activities for different abilities and support needs.
- Use and maintain adapted tools and sensory-friendly resources.
- Ensure all venues and activities support Abundant Borders' safeguarding and equalities policies.
- Maintain accessible composting toilets and step-free access where applicable.
- Follow health and safety procedures and risk assessments.

### **Strengthening Organisational Capacity**

- Develop and embed new systems for inclusive volunteering, including role descriptions, progression pathways, buddying structures, and adapted equipment.
- Share learning across garden sites and with partner organisations to enhance sector-wide capacity.
- Identify opportunities to improve volunteer experience and strengthen sustainability of volunteer-led activities.

### **3. Person Specification**

#### **Essential**

- Experience supporting volunteers, community groups, or people with additional needs.
- Knowledge of inclusive practice and ability to adapt activities to individual needs.
- Experience delivering nature-based, therapeutic, or wellbeing-focused activities.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with NHS, council teams, and third sector partners.
- Strong organisational and record-keeping skills, including monitoring and evaluation.
- Ability to work flexibly, respond to changing needs, and co-design activities with participants.
- Understanding of the wellbeing benefits of green spaces and outdoor activity.

#### **Desirable**

- Experience with approved evaluation methodologies, e.g. the Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS) or similar tools.
- Experience in community gardening, environmental work, or permaculture principles.
- Experience of working with people experiencing social isolation, mental health challenges, or long-term conditions.
- Knowledge of the Scottish Borders and local community networks.

### **4. Additional Information**

- PVG membership will be required.
- Occasional weekend or evening work may be required.
- Travel across multiple garden sites is expected, so personal transport will be required.