

# Volunteer Role Description

At North Richmond Community Health, we welcome volunteers who share our vision and want to contribute to our Strategic Priorities 2024-27.

Our Vision is to enhance lives and strengthen community.

Our purpose is to pursue care solutions with a strong focus on addressing health inequity.

Our Strategic Priorities 2024-27 are to:

- Enable affordable and sustainable healthcare solutions that foster connection and community.
- Be a safe place for harm reduction and addiction services.
- Advocate for the rights of the residents of the North Richmond Housing Estate to be respected and upheld.
- Create a thriving organisation and workforce.

The Values we bring to our work are:

- Making a difference •
- Being courageous •
- Working together •
- Embracing diversity •

Volunteer Role Title	Gardener
Reports to: (position and name)	Hannah McVean – Manager of Community Engagement
Hours: (day, shift duration, frequency)	3 to 5 hours weekly Day to be negotiated with successful candidates 2 shifts weekly shared between volunteers
Location:	North Richmond Community Health 23 Lennox Street, Richmond, Vic. 3121
Purpose of the role:	Your role will contribute to the Community Engagement Team and the NRCH Strategic Priority 1: Enable affordable and sustainable healthcare solutions that foster connection and community.  You will do this specifically by: 1. Maintaining a garden patch that enhances the aesthetics of the Estate 2. Inviting residents to participate or engage with others in general conversation that reflects a welcoming inclusive environment.

<p>Duties:</p>	<ol style="list-style-type: none"> <li>1. Maintaining the garden patch which includes planting, watering, weeding, fertilizing, pest control for the patch.</li> <li>2. Encouraging participation from interested onlookers whether assisting with the gardening or establishing a comfortable friendly conversation.</li> <li>3. Reporting any issues to the supervisor such as damage to the garden plants, rubbish dumping etc.</li> <li>4. Sharing knowledge about gardening and plants/horticulture with interested community members.</li> <li>5. Welcoming support from community members.</li> <li>6. Advising the supervisor of progress and any requirements, such as equipment needs (gloves, rubbish bags, tools), additional plants.</li> <li>9. Keeping accurate records of your volunteer hours and submitting these to the Volunteer Services Coordinator.</li> <li>10. Actively participate in discussions with your supervisor/s about the role and any concerns or suggestions for improvement.</li> </ol>
<p>Selection Criteria - Essential</p>	<ul style="list-style-type: none"> <li>• Qualifications or good knowledge of plant care, and garden maintenance.</li> <li>• Physical fitness to undertake the duties of maintaining a garden e.g. light lifting and carrying, kneeling, digging, etc.</li> <li>• Good interpersonal skills, ability to establish rapport easily</li> <li>• Friendly, inclusive, respectful, patient, reliable</li> <li>• Ability to work effectively and collaboratively in a team.</li> </ul>
<p>Selection Criteria - Desirable</p>	<ul style="list-style-type: none"> <li>• Speak a language/s in addition to English</li> <li>• Experience working within a diverse community</li> <li>• Experience or qualifications in horticulture, gardening shops, commercial gardens</li> </ul>

Conditions of appointment:

- Clear National Police Check
- Current Working with Children Check
- When required, clear International Police Check
- Commitment to comply with NRCH policies and procedures, and Code of Conduct
- Representing NRCH in a way that reflects our values and supports our vision.

This is a volunteer role and does not mean that you will be offered a paid position.

Volunteer declaration:

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name:

Signature:

Date:

Role Approval – For NRCH employee to complete

Role Description Approved by (name)	
Job title of person approving the role:	
Date of Approval:	