

JOB DESCRIPTION

ROLE TITLE:	Outside and Active Co-ordinator		
REPORTING TO:	Outside and Active Assistant Manager		
LOCATION:	Gateway Community Garden – Reigate and other delivery sites in Surrey		
HOURS:	21 hrs a week - Tuesdays (Home working for administrative tasks), Wednesdays and Thursdays on site at Gateway Community Garden in Reigate 9.30-4.30pm		
SALARY:	£13.78 per hour	DIRECT REPORTS:	0
CLOSING DATE:	Friday 10th October	INTERVIEW DATE:	Monday 13th October

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Work Wellbeing** and our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Nurture through Nature Programme (Gateway)

Surrey Care Trust's existing Nurture Through Nature activities include therapeutic horticulture sessions at our dedicated Gateway Community Garden (and Stanwell Community Allotment), nature excursions and informally mentored conservation activities aboard our Swingbridge Community Boats, and activities with ponies, paddleboarding, tool management etc integrated into our mentoring packages.

At Gateway Community Garden we deliver our Outside and Active Programme in which we work with a variety of young people with mental health needs including anxiety, isolation, low confidence, low mood, PTSD, gender dysphoria, bullying, self-harm, social dysfunction and ASD/ADHD. We also support young people who are struggling with mainstream education, adults/parents affected by poor mental health, adults affected by early psychosis, and young people with poor social, emotional, and physical health. Partnership).

Our contacts and partnerships with referring agencies will help us respond proactively to emerging areas of need in the community; unsupported young people with mental health challenges, those vulnerable and socially isolated young people and adults, hard to reach client groups who will benefit from upskilling opportunities, young people not engaged in education,

Overall purpose of the role

- To plan and deliver sessions with the Outside and Active Assistant Manager and Staff, aimed at supporting people to improve their mental well-being and engagement within referring agencies, schools, and/or the local community.
- Administer the outcomes and data from clients to monitor and evaluate their progress, ensuring data is captured and recorded electronically
- Record data for participants and for session planning.
- Volunteer Co-ordinator - Act as the bridge between volunteers and staff. Provide induction and training opportunities, check in regularly to build confidence and well-being and recognise and celebrate contributions. Match volunteers with appropriate clients and ensure clear communication channels for volunteers, staff and clients

Duties and Responsibilities:

- Deliver and assist the Assistant Manager to deliver sessions on site to improve client's wellbeing. Activities will be focussed on nature and social interaction, building on well-established principles that show how peer support, physical activity and the natural world can significantly improve mental health.
- Support and coach our beneficiaries to improve confidence, upskilling and communication skills.
- Support the development of the programme to ensure the smooth running of the sessions and varied activities are planned in the garden.
- Use an effective outcome tool for evaluation and monitoring, Barriers and Challenges and case studies.
- Ensuring safeguarding and H&S measures are in place, inform and carry out pre course paperwork for assessment and recording.
- Meet and greeting clients, ensuring sessions run to time and clients are engaged in various activities set out at the start of the session to ensure Health & Safety is always maintained on site at all times.
- Keep registers/up to date information/logs/accident reports/key holder etc for general admin and record data for participants.
- To support the Assistant Manager with admin processes and to ensure documentation is up-to-date and ISO'd.
- Support onsite volunteers to create a 'safe' and supportive working environment and develop the recruitment process with Assistant Manager.
- Networking with a range of organisations to develop referral routes and promotion of the project.
- Seek training opportunities for staff, volunteers and clients.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
A Level standard or equivalent	National recognised relevant qualification e.g. youth work, teaching
Relevant Experience	
Some experience of working with young people	Experience in working with contract requirements Experience of working with young people in a paid capacity, e.g. youth work, school, college etc
Experience of working in an organisational or administrative capacity	Experience of working in a charity
Good standard of computer literacy including Microsoft Office at intermediate level	
Experience of using databases and complex spreadsheets, record data accurately within specific timeframes	
Skills and Expertise	
Strong Administration Skills	
Able to relate confidently to both adult volunteers, parents, wider family members and young people	
Excellent planning, administrative and organisational skills	
Strong verbal and written communication skills	Experience of leading groups and supporting individuals
Ability to work outdoors throughout the year	
Flexible in approach, using initiative, prioritise own workload and work remotely	

State whether role is home-based, and the travel requirements - also whether DBS is required

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust.

For an initial discussion about this role please contact **Cathy Lemon** cathy.leamon@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk

– Closing date for applications is **Friday 10th October 2025**