

ROLE DESCRIPTION GARDENING AND MAINTENANCE

Role details	
Role title:	bestchance Gardening and Maintenance volunteer
Reports to:	Gardening and Maintenance Coordinator
Location:	Various locations across South Easter, Eastern and other localities as required
Program:	bestchance Gardening and Maintenance

Organisation Context
<p>bestchance Child Family Care is an independent, not-for-profit, community organisation located in the south eastern, eastern and western areas of Melbourne. Offices are based in Glen Waverley, Bayswater and Pakenham.</p> <p>bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services at the one complex.</p> <p>bestchance has zero tolerance of child abuse, and as such all staff are required to report to the up-line manager all instances of alleged or disclosed child abuse.</p> <p>The range of programs delivered include Family Day Care, Kindergarten, Family Support, Volunteers, Training, and Cheshire, an independent, primary school for children with social, emotional and learning difficulties. These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred. bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.</p> <p>Refer bestchance.org.au for further information about bestchance Child Family Care and bestchance Training. bestchance is a child safe and equal opportunity employer, and all work places are smoke free environments</p>

Child Safe Standards

bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-

- bestchance is committed to the safety and wellbeing of all children;
- bestchance has a zero tolerance of child abuse;
- we support children’s right to safety; and
- will act without hesitation to ensure a child safe environment is maintained.

It is **mandatory** for any Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic), Principals of government and non-government schools, registered medical practitioners, nurses and all members of the police force to report physical and/or sexual abuse against children. Any adult is mandated to report sexual offences against a child under the age of 16. It is a criminal offence for all adults who fail to disclose child sexual abuse to police. The new offence (27/10/2014) applies to all adults, not just those mandated to report.

All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following:-

- Child Safe Policy and Procedure
- Child Safety Code of Conduct
- Child Protection Policy
- Reportable Conduct Scheme Policy (where required)

Aims of the role

To provide unpaid support and assistance with gardening and/or general maintenance at our various service locations

Responsibilities

Key Responsibilities/tasks:

Direct role

- Assist with gardening and/or general maintenance tasks as required
- Assist with special projects working as required
- Provide support to **bestchance** maintenance staff

Working with staff/volunteers:

- Work as a member of a cooperative and professional team

- Work safely in the workplace being mindful of OHS practices and procedures
- Ensure correct safety procedures are followed, including when lifting heavy objects
- Accurately and promptly communicate all messages and report all issues to the Gardening and Maintenance Coordinator

Working with bestchance:

- Maintain confidentiality awareness and comply with **bestchance** Privacy and Confidentiality Procedure
- Work in a cooperative and respectful manner with other **bestchance** staff, ensuring open communication on issues pertaining to the gardening and maintenance program
- All day to day issues/concerns to be communicated with the volunteer' direct supervisor
- If an issue is not able to be resolved, or for any other queries about the organisation contact the Volunteers Coordinator

Qualifications skills and attributes

- A current Working With Children Check and Police Check
- Have a reliable vehicle with comprehensive insurance
- Be able to work under direction of a supervisor following instructions
- Able to work autonomously
- Competent in a variety of gardening and/or maintenance skills
- Safety awareness
- Reasonable level of fitness
- Reliable and punctual
- Able to work as part of a team and comfortable relating to others
- Able to commit to a regular time each week – times/days negotiable with the supervisor

10. bestchance People Principles

All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:

- behave honestly and with integrity
- treat people with dignity and respect
- work in a holistic and collaborative manner
- respect authority and the law and act accordingly
- use the resources of bestchance responsibly and in the best interests of the organisation and its' reputation
- be responsible for their actions and accountable for their consequences
- uphold the People Principles/Code of Conduct and the Child Safety Code of Conduct