

# Volunteer Role Description Form

Guidance for managers completing this form:



When you have **identified a suitable volunteering role for someone**, you will need to complete this “Volunteer Role Description Form” and check that the prospective volunteer agrees on the details.



Volunteer applications are processed through CWP’s “TRAC” recruitment system: it uses the role title as the starting point for each application. **If we don’t receive the role description and line manager details first, we cannot start the application process.**



**Please return all completed forms to the Patient and Carer Experience (PACE) Team** either by email or by post.



## Volunteer Role Details

<b>Name of volunteer</b>	
<b>Title of volunteering role</b>	Gardening
<b>Days or hours agreed</b>	Flexible
<b>Volunteer managed by / accountable to:</b>	Lead Occupational Therapist
<b>Name of staff member who will supervise volunteer:</b>	Specialist Occupational Therapist
<b>Service / Team the person will be volunteering with:</b>	Rehabilitation Service Bowmere Hospital
<b>Volunteer will be based at (location)</b>	Bowmere Hospital



## Volunteer Role Description

### Purpose of Volunteering Role – brief summary / overview

The post holder would support the Occupational Therapy team with the maintenance and development of a therapeutic garden. The post holder would also support the facilitation of gardening as a therapeutic activity for service users.

Occupational Therapy interventions are designed to assess a person's functional ability, and facilitate recovery. Occupation based activities are selected in collaboration with service users, to maximise functional abilities and address any areas that may require improvement in order that a person can live a safe and meaningful life. The Occupational Therapist closely analyses a person's functional performance, and is able to pinpoint problem areas accurately. Therapeutic activities are an important element of a person's Occupational Therapy plan.

### Task Outline – details of what the role involves

- Support the facilitation of gardening activities for service users, working alongside Occupational Therapy staff. This may be in groups or with individuals.
- Maintain Therapy Garden area and equipment.
- Suggest and help plan gardening activities.

### Essential skills required for the role

- Interest in gardening activity and some basic gardening skills
- An ability to interact socially and be supportive of others
- The post holder must understand the importance of confidentiality, and maintain confidentiality at all times.
- The post holder must adhere to all Trust policies and procedures relating to the area of work.
- Be able to work autonomously and alone to maintain the garden areas if service users do not wish to engage on a particular occasion.

### Training required for the role

- The post holder will be required to complete all Trust mandatory training



### Please note!



Volunteers **are not permitted to have access to CareNotes**, or any other form of patient records.



Volunteers **must not assist with the administration of medication** or handling or prescriptions, or with the moving or handling of patients.



Volunteers **cannot take people accessing services off Trust premises**, unless they are also accompanied by a member of CWP staff.



When volunteers are working directly with people accessing services, **there must always be a staff member available** on the premises at all times.

### Please return completed forms (by post or email) to:

Patient and Carer Experience Team Manager / Voluntary Services Lead  
Cheshire and Wirral Partnership NHS Foundation Trust,  
Trust Board Offices, Redesmere,  
Liverpool Rd, Chester CH2 1BQ.

Email: [cwp.volunteering@nhs.net](mailto:cwp.volunteering@nhs.net)