Job Description

Job Title: Saturday Nature Garden Worker
Location: Oasisplay Nature Garden, Stockwell, London (SW4)
Reporting to: Garden Co-ordinator

1.0 Purpose of the Role

To facilitate welcoming, inclusive, and engaging Saturday family and children's play sessions at the Oasisplay Nature Garden. Working as a key front-of-house and play delivery support, the postholder will ensure site security, host the community café and Saturday Lunch programme, support environmental workshops, and showcase our weekly activities via social media.

2.0 Key Responsibilities

2.1 Gate Security, Welcome, and Site Safety

- **Front-of-House & Signing-In:** Manage the main entrance gate during opening hours (10:30 am – 3:00 pm), providing a warm welcome to children, parents, and community visitors. Ensure every visitor completes the mandatory signing-in and signing-out procedure accurately.
- **Gate Security:** Maintain vigilant gate security throughout the session to ensure the safety of all children on site and prevent unauthorised entry or unsupervised exits.
- **Site Preparation & Lock-Up:** Prepare the garden, indoor spaces, and equipment prior to the 10:30 am opening. At the close of the session, ensure the kitchen, classroom, toilets, greenhouses, tool shed, and prefab building are cleaned, tidied, and securely locked.
- **Health & Safety:** Adhere strictly to Oasisplay's Safeguarding, Child Protection, and Health and Safety policies, conducting visual site checks and following Risk Assessments at all times.

2.2 Community Café and Saturday Lunch Programme

- **Running the Café:** Set up, manage, and maintain the community café space, serving refreshments, handling basic food hygiene, and creating a welcoming social hub for families.
- **Saturday Lunch Programme:** Support the preparation, serving, and clearing away of the Saturday Lunch programme, ensuring food safety standards,

allergen awareness, and inclusive access for all participating children and families.

2.3 Play Facilitation and Workshop Support

- **Supporting Workshops & Activities:** Assist visiting facilitators, artists, or the Garden Co-ordinator in delivering scheduled nature, heritage, and environmental workshops, while actively facilitating free outdoor play across the garden.
- **Child-Centred Engagement:** Encourage children and families to explore the Nature Garden, take part in hands-on seasonal activities, and engage with urban wildlife in a safe, inclusive environment.

2.4 Communications, Administration, and Teamwork

- **Weekly Social Media Updates:** Capture engaging, safeguarding-compliant photos and updates during the session, publishing a weekly social media post (between 3:30 pm and 4:00 pm) to celebrate the day's activities and promote future sessions.
- **Monitoring & Data Collection:** Maintain accurate attendance records from the sign-in logs and gather basic qualitative and quantitative feedback to support project reporting.
- **Meetings & General Duties:** Attend scheduled planning meetings as agreed with the Garden Co-ordinator and undertake any other reasonable duties commensurate with the role.
- **Organisational Policies:** Demonstrate a strong, active commitment to Oasisplay's Equal Opportunities, Diversity and Inclusion, and Environmental Sustainability policies.

Person Specification

Criteria	Essential	Desirable
Experience	• Experience working with children, young people, or families in a community, playwork, or outdoor setting. • Experience working in a public-facing role requiring welcoming	• Experience running a community café, serving food, or supporting community lunch programmes. • Experience supporting creative, environmental, or nature-based workshops.

	communication and boundary management.	
Skills & Knowledge	• Strong understanding of safeguarding, site security, and Health & Safety in a public/children's space. • Ability to manage busy entry/exit points calmly and enforce signing-in procedures. • Basic digital skills to write and publish engaging weekly social media posts (e.g., Instagram/Facebook). • Good organisational and time-management skills.	• Level 2 Food Hygiene and Safety certificate (or willingness to complete training). • Knowledge of urban wildlife, gardening, or playwork principles. • Current Paediatric or Emergency First Aid certificate.
Personal Attributes	• Warm, approachable, and confident communicating with diverse families and community members. • Reliable, punctual, and able to take initiative during busy sessions. • Willingness to work outdoors in all weather conditions. • Strong commitment to equal opportunities and inclusion.	• Familiarity with the local Stockwell/Lambeth community.

Summary of Terms and Conditions

- **Contract Type:** Part-time, Saturdays Year-Round
- **Working Hours: 6 hours per week**.
- **Working Pattern: Saturdays, 10:00 am – 4:00 pm**.
    - *Typical Session Breakdown:*
        - **10:00 am – 10:30 am:** Site safety check, café set-up, gate prep, and activity set-up.
        - **10:30 am – 3:00 pm:** Public session open — managing gate security and sign-in, running the café, supporting the Saturday Lunch programme, and assisting with workshops/play.

        - **3:00 pm – 3:30 pm:** Garden and café clean-up, equipment storage, and site lock-up.
        - **3:30 pm – 4:00 pm:** Logging attendance data and drafting/ publishing the weekly social media post.
- **Salary:** £14.80 per hour.
- **Holiday Entitlement:** Paid annual leave pro-rata to statutory entitlement.
- **Pre-Employment Checks:** This post is exempt from the Rehabilitation of Offenders Act 1974. Appointment is subject to an **Enhanced DBS check** (including a check of the Children's Barred List) and two satisfactory references.
