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| **Job Title:** | Nursery Senior Supervisor | **Reports to:** | Nursery Manager |
| **Division:** | Acorn | **Hours:** | 37.5 hours contract  5 days per week  (Including Saturdays) |

**Starting salary:** £31,005 - £34,612

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# **Acorn mission statement**

# Acorn Enterprises Ltd is a social enterprise whose aim is to empower and facilitate people in Jersey with a disability and/or long-term health condition and to maximise their potential to gain and maintain open employment through individual training and support.

# **Job Purpose:**

# To operationally supervise our small horticultural nursery team, including staff and clients with long-term health conditions and/or disabilities. Working with the Nursery Manager to ensure the business meets the strategic aims of the organisation in an efficient and effective manner.

# To supervise, guide and support all staff and paid clients within the nursery team, ensuring they receive the appropriate training and guidance required for them to carry out their role.

To be flexible, adaptable and support in all other business areas at Acorn, such as our Reuse retail unit or our Woodshack, as required.

# **Principal Accountabilities:**

1. To supervise colleagues and clients with long-term health conditions and/or disabilities in the production of bedding plants, pot plants, window boxes and hanging baskets for contractors and for sale in our Acorn shop.
2. To have responsibility for the growing and production of plants.
3. To supervise and direct staff in the nursery team dependent upon priorities and considering the skillset, health conditions and/or disabilities of staff members and clients.
4. To work in partnership with the Acorn Training and Development team to create positive training and employment opportunities for people with disabilities.
5. To carry out regular checks and arrange maintenance of equipment across our business units.
6. To ensure health and safety guidelines are adhered to in the workplace.
7. To deal with customer enquires both over the phone and face to face in the greenhouse regarding sales. To be a point of responsibility for customer complaints.
8. To identify any safeguarding issues and bring them to the immediate attention of the line manager and/ or senior management team. To ensure your knowledge of safeguarding is kept up to date by attending training and being aware of the reporting processes.
9. To support and assist in other business areas of Acorn.

**Secondary Accountabilities:**

1. To undertake training within the Trust to develop understanding of people with a disability and further develop practical and training delivery skills
2. To assist in the cover of other staff in any area of Acorn Enterprises Ltd during times of leave and sickness and during the quieter months for the Nursery.

# **Knowledge, Skills, Experience, Qualifications:**

1. Have good all-round practical skills and to be well organised.
2. Demonstrate good interpersonal and communication skills when dealing with customers, staff, volunteers and clients.
3. It is essential that the post holder can demonstrate a flexible and positive attitude towards and be willing to support people with a range of long-term health conditions and/or disabilities.
4. Demonstrate patience and good observation skills with the ability to support and train people to undertake practical work skills on an individualised level.
5. Horticultural experience is preferred.
6. Supervisory experience is preferred.
7. To have a flexible, diplomatic and amiable approach in accordance with service needs.

1. The role will involve a large amount of moving, handling and lifting. Training will be provided.
2. A police check will be carried out.
3. The ability to work independently and on own initiative, as well as to work within a team.
4. Knowledge of health and safety in the workplace and data protection laws, and an ability to keep accurate and timely records to comply with laws and regulations.