JOB DESCRIPTION

**JOB TITLE: Head Gardener**

**LOCATION: York Gate Garden, Leeds.**

**ACCOUNTABLE TO: Chief Executive (or other manager as may be delegated in the future)**

**STAFF REPORTS: Senior Gardener, Apprentice, Trainee**

**OTHER REPORTS**: **Volunteers**

**OVERALL PURPOSE**

* Through high standards of garden and landscape management and garden maintenance ensure that the history, ecology, evolved design and artistic integrity of York Gate Garden and other grounds associated with the site are conserved and presented to an exemplary standard.
* To lead a customer focused culture that delivers high standards of service to users of the garden (visitors, volunteers, learners including education training interpretation, visitor services and facilities, events and marketing.
* To recruit, train, manage and develop staff and volunteers to achieve high standards of garden presentation and visitor satisfaction.
* To identify and develop opportunities for the promotion of the garden and the development of the visitor experience.

**MAIN RESPONSIBILITIES AND DUTIES**

*Management of gardens and landscape*:

1. To be responsible for the maintenance and management of the garden and its associated landscape within an approved budget.
2. To maintain high standards of garden and facilities presentation at all times.
3. To be responsible for the day to day running of the garden and supervision of staff, volunteers and contractors to ensure that appropriate horticultural and service standards are maintained.
4. To ensure that the visitor facilities are maintained to a high standard and that any defects are dealt with in a timely and effective manner.
5. To ensure that the retail, catering and visitor facilities are managed effectively, including stock ordering, control, health and hygiene regulations, food handling, cleaning and maintenance.
6. To oversee the management and delivery of educational, training and skills activities and events, utilising the facilities and buildings within the site.
7. To undertake the direct delivery of activities on selected topics relating to horticulture and the garden.

*Financial Management:*

1. To ensure that all takings and banking is completed and accounted for in accordance with the organisations financial procedures and policies.
2. To manage allocated budgets, prepare and provide bids for capital expenditure and small projects associated with the site.

*Staff management, training and development*:

1. To be responsible for staff and volunteer recruitment, training and development of competencies to deliver agreed maintenance and presentation standards. To be responsible for staff welfare, discipline and other employee issues in consultation with the organisations central support team.

*Projects and coordination:*

1. To lead on site based garden and visitor services projects and   
   to manage and oversee the work delivered by external contractors or agencies.
2. To ensure a coordinated approach for all site based garden maintenance, development, visitor facilities and services and to effectively manage change as appropriate.  
     
   *Business Development and Public Relations*:
3. To work with the central marketing team to explore and deliver initiatives both nationally and regionally to increase awareness of both the charity and its gardens.
4. Where appropriate explore and support local marketing opportunities to encourage greater access for visitors, to identify and engage in opportunities which promote the charity and the garden as a high quality visitor attraction.
5. To act as site representative, promoting the charity and the garden to ensure positive relationships.

*Documentation:*

1. To ensure that all site documentation is maintained and distributed where appropriate.
2. To create and maintain records relating to changes to the garden through maintenance, restoration and conservation.
3. Maintain appropriate records for the effective management of staff, equipment, machinery and health and safety on site.

*Other:*

19. Any other duties as instructed by line manager that may be required within the general purpose of the job.

**HEAD GARDENER**

**Person Specification**

**Experience**

* Managing or working at a senior level in a garden of quality maintained to a high standard (E)
* Staff management within a horticultural, conservation or visitor attraction setting (E)
* Experience of visitor attractions (E)
* Representation and speaking in public (D)
* Health and Safety in a garden environment (E)
* Experience in craft gardening or strong desire to learn (E)
* Previous experience of working with , leading and training volunteers (E)
* Ability to interpret conservation/restoration plans (D)
* Experience of garden construction techniques (D)

**Qualifications and knowledge**

* Formal higher level qualification in horticulture , or equivalent by experience \* (E)
* Good general knowledge of horticulture and related disciplines (E)
* NPTC PA1 & PA6 pesticide certificates (D)
* CS30 & CS31 Chain Saw certificate (D)
* Strong working knowledge of common pests and diseases and appropriate

methods of control (E)

* Current First Aid certificate holder (D)
* Full UK Driving License (E)

**Skills**

* Able to work with minimal supervision (E)
* Ability to train diverse range of people to high standard to ensure garden is maintained to demonstrate an exemplary level of horticulture (E)
* Ability to prioritise and manage workload and evaluate and plan others work (E)
* Ability to work as part of a team but can lead others (E )
* Excellent personal manner when dealing with visitors (E)
* Good written and oral communication skills (E)

**General**

* Organised and methodical – good “completer/finisher” (E)
* Flexible and friendly approach to working in a small garden (E)
* Willingness to undertake a flexible work pattern including regular weekend duty (E)
* Ability to fulfil the physical requirements of the role including carrying heavy loads, kneeling, digging, sweeping etc. (E)
* Ability to work outdoors in all weathers. (E)

(E) = Essential (D) = Desirable

\* Note: Ideally the successful candidate will have a higher level qualification such as Botanical Garden Diploma, RHS level 4 Diploma in Principles and Practices of Horticulture, NT 3 year traineeship, NTS/RBGE Diploma in Botanic and Heritage Gardens. A lesser qualification would be considered if the applicant can demonstrate considerable work experience, which would provide a similar level of knowledge.

**HEAD GARDENER**

**KEY TERMS AND CONDITIONS**

Full information on terms and conditions are issued upon appointment. Enquiries on specific matters are welcomed (see later) – the following are key issues:

**General:** This is a full time post. It is subject, alongside York Gate staffing generally, to an operational and financial review in May 2019.

**Location:** York Gate Garden, Adel, Leeds LS16 8DW.

**Salary:** Fixed point c£27,750 depending on qualifications and experience. Cost of living review January each year from January 1st 2018.

**Hours of Work:** 37.5 hours/week including weekends on a rota basis (one in three).

**Pension:** The Charity operates an auto-enrolment pension scheme and will match employee contributions up to the statutory amount. Details of the scheme will be available following a formal offer of employment.

**Holidays:** 25 days per annum plus Bank Holidays.

**Other:** Sick Pay, Death in Service Benefit (3x salary). The charity has a number of well-established family friendly policies, including ‘buying’ extra (unpaid) leave, time off for dependents, variations to normal working hours. Further details on request.

**General Considerations:** All posts within the charity are subject to a probationary period (6 months) and periodic review.

**Smoking:** In the interests of Health and Safety, the Charity operates a non-smoking policy on its premises and expects staff not to smoke in company vehicles.

**Further Enquiries:** If when you have read this application pack you have further queries, please email Jackie Cutter on jcutter@perennial.org.uk.

These terms and conditions are provided for information only and in no way represent a contract. In the event of an appointment if there is an anomaly between the contract and these terms, the contract is deemed to be the correct version.

Closing date for applications: Monday 18th September 2017 @ 9.00am

Interview Date: Thursday 28th September 2017 @ York Gate Garden, Adel.