



## **Head Gardener**

### **The Jordans Mill Gardens**

The Jordans Mill Gardens are unique food and flower gardens where crops, vegetables and fruits are grown in an ornamental setting alongside wild flowers and cultivated garden plants. Cereals such as oats, rye, wheat and barley are grown in rotation with other crops like potatoes, onions and cabbages and showcase several farming wildlife habitats. Admission to the Gardens is free and a stroll in our gardens will take you on a relaxing, enjoyable journey around our ornamental flower displays, cereal crops, orchard and allotment. You can then continue your journey through to our Mill Meadow and Woodland, havens for wildlife and great for our budding explorers!

### **Job purpose**

To manage, enhance and develop all areas of the Mill Garden and Mill Meadow, ensuring high standards of horticultural maintenance, presentation and visitor engagement bringing creative excellence to the garden.

### **Qualifications**

#### Essential:

Royal Horticultural Society Level 2 certificate in practical horticulture, or demonstrable equivalent experience.

#### Desirable:

RHS Level 3 certificate is desirable but not essential.

PA1 and PA6a spraying certificates, or willingness to be trained in the use of pesticides and to exercise that training.

First Aid certificate, or willingness to be trained in First Aid.

Vocational qualification in working with volunteers or demonstrable equivalent experience.

### **Relevant experience**

#### Essential:

Experience working within gardens and landscapes open to the public.

Experience managing a working Kitchen Garden.



Experience supervising, coordinating and/or training volunteers.

Experience of health and safety aspects of gardens as visitor attractions including COSHH and risk assessment procedures.

Desirable:

Relevant experience and use of Garden machinery & equipment

Experience of working with Visitors, school groups and special needs groups

**Areas of Responsibility**

Management:

To Maintain the grounds in accordance with the master plan.

Contribute to set and manage budgets for the garden, meadows and woodland working with the accountant.

To attend relevant team meetings, maintaining an open line of communication with all colleagues and ensuring transparency and working as part of a team.

Provide input for seasonal garden information on social media working in conjunction with the Marketing Manager.

If required, to undertake occasional weekend duties and perform overtime in the summer months with time off in lieu as previously agreed.

Attend any required training to be able to meet the requirements of the job role.

To carry out any other duties not specifically listed, but required to run the garden, commensurate with the status of this position.

Operations

Drawing up of management plans for the garden, meadows and woodland and working in accordance with these.

Seasonal maintenance of the garden, meadows and woodland including planting, watering, pruning, weeding, mulching, pest and disease identification and management and the sustainable recycling of garden waste.

Specialist plant propagation and production ensuring a continuous display in the productive areas of the garden along with plants for sale in our shop.

Planning of the development of the garden, meadows and woodland to enhance visitor experience and engagement opportunities.

Use of machinery including hedge trimmers, leaf blowers, strimmers and mowers

Maintenance of garden tools and machinery.



Maintenance of the hard landscaping.

Maintenance of associated infrastructure and facilities including glasshouse, polytunnel, garden shed and irrigation system.

Undertake day-to-day record keeping and administrative work associated with the garden, meadows and woodland.

To monitor and liaise with any contractors working within the garden, meadows and woodland.

### **Customer Service**

Working closely with colleagues to ensure the continued positive connection with visitors and their safe access throughout the site.

Maintain a thorough understanding of Jordans Mill in general and the garden, meadow and woodland in particular and be informed about all ongoing events and activities to able to communicate this effectively to visitors.

Assist with planning and management of events, functions, access and interpretation, leading talks, workshops and events as required.

### **Health & Safety**

Following safe working practices and complying with all relevant Health and Safety, COSHH and other regulations.

Writing Health & Safety risk assessments and COSHH assessments as required.

Ensure all garden staff and volunteers are fully trained and work in a safe manner.

Report any hazards and incidents.

### **Development of Staff & Volunteers**

Recruitment of gardening volunteers as required.

Supervision and training gardening volunteers ensuring that the required gardening skills are learned and that work is carried out to a high standard and in a safe manner.

Organise and supervise group volunteering days as required.

*The Trust reserves the right to alter this Job Description to reflect changes to the requirements of the post or the future direction of the Trust.*