

	<b>Job Title</b>	Head Gardener
	<b>Department</b>	Operations
	<b>Grade</b>	L5 SCP 15 £30,024pa
	<b>Reports to</b>	TBC
	<b>Staffing Responsibility</b>	Yes
	<b>Organisation</b>	<i>Attached</i>

**JOB PURPOSE:**

Responsibility for the management and development of the Stockwood Discovery Centre gardens and grounds. Working with in house and external teams to ensure the highest standards of conservation, horticulture and visitor experience.

<b>PRINCIPAL RESPONSIBILITIES:</b>		<b>%</b>
1	Plan and undertake daily horticultural work, supervising and monitor the work of the external ground maintenance team and volunteers, ensuring efficient and effective deployment and performance. You will seek to maximise productivity and deliver high quality formal public greenspace that is enjoyable, clean, safe and accessible and where appropriate accredited to national standards such as Green Flag.	40
2	Support the production, development, maintenance and review of site management and project plans. Assist and support colleagues across The Culture Trust in the development and delivery of appropriate projects and initiatives. Delivering the work programmes, method statements and schedules to meet agreed operational standards and timescales.	20
3	Facilitate public access to the gardens through visits, enquiries by letter, telephone and email. Develop and deliver study days, workshops, presentations, talks, events, outreach activities and publications on collection themes and professional issues to specialist and non-specialist groups. Support the commercial team in horticultural retail ideas.	10
4	Ensure and promote the correct use and operation of machinery and equipment and report any breakdowns. Ensure that all routine daily maintenance and safety checks are carried out.	10
5	Lead and support projects across the Trust including the development and installation of permanent and temporary garden displays based on the needs of the local communities and ensuring access in its broadest sense.	10

<b>PRINCIPAL RESPONSIBILITIES:</b>		<b>%</b>
6	Supervision and management of external ground maintenance team, volunteers, work experience students and apprentices as required. Support contractors on and off site as required.	10
<p><i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i></p>		

## **DIMENSIONS:**

### **Supervisory Management:**

Supervision and management of external ground maintenance, volunteers, work experience students and apprentices as required.

### **Financial Resources & Responsibilities:**

- Head of Heritage and Collections is cost centre manager. Postholder has responsibility for supporting contractors on site and within projects.
- Postholder will help in delivering income targets for the team, including raising donations.

### **Physical Resources:**

Responsible for items of plant and vehicles including, tractors, ride on mowers and pedestrian mowers. Approximate value: up to £350,000. Ensure safe use of equipment. Undertake and arrange training for staff and others as required.

### **Work Ethos:**

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Produce reports against targets for budgets and performance KPIs to Leadership Team. Work flexibly and positively to achieve the business objectives of the Trust.

### **Other:**

- Able to work across Trust sites when necessary to support other teams in order to meet the business requirements of the organisation.
- Able to work evenings and weekends as required.

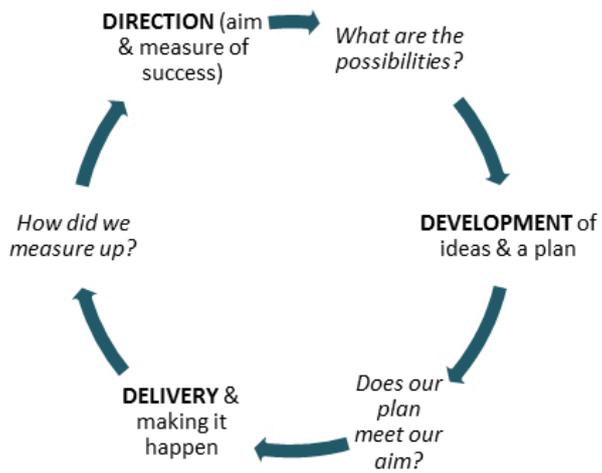
### **Trust Objective:**

***Our vision is to be an award winning cultural Trust providing exemplary public engagement with arts and culture.***

### **Context:**

Luton Culture is a charitable trust with c150 members of staff and 14 venues. The Trust manages and programmes libraries, arts centres, museums and community centres. Key partners and funders include London Luton Airport Ltd, Luton Borough Council, Arts Council England, Heritage Lottery Fund and the Big Lottery Fund.

Delivery roles are divided into three parts, managers, co-ordinators and customer care advisors - these roles will be a key to deliver excellent customer care and services in all our venues. These roles will manage day to day service delivery and will be first point of contact for our customers.



**Trust Responsibilities:**

Post holder will ensure they deliver against the agreed Trust Responsibilities as set out in the **Team Responsibilities Grid** at all times.

**Trust Standards:**

Post holder will operate at a **Professional Standard** as outlined in the **Trust Standards Grid** at all times.

**Working Environment:**

Working primarily at Stockwood Discovery Centre. Occasional meetings may be required at other Trust sites. The postholder will be required to carry out regular lifting of objects on a day to day basis. Work will involve working outside or in a greenhouse environment. Work will take place in all weather and will only be suspended if conditions are unsafe or if it is detrimental to ground and/or plants to continue. Grounds can be uneven. Personal protective equipment will be provided and must be used when appropriate. Trolleys and other lifting equipment are available as appropriate.

**Equalities:**

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect Luton Culture's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable experience in horticulture, supported by appropriate qualifications to RHS level 3 (or equivalent level or vocational experience)	1,2	Some experience in delivering presentations to groups of colleagues and/or visitors	1,2
	Good knowledge of plant husbandry and horticultural techniques and practices.			
	Knowledge of conservation of historic landscapes	1,2		
<b>Skills/Abilities</b>	Experience of leading and participating in garden activities and events.	1,2		
	Demonstrable organisational skills, able to manage periods of heavy and conflicting demands	1,2		
	Experience of leading teams of volunteers and working with external grounds maintenance teams.	1,2		
<b>Equality Issues</b>	Demonstrable understanding of equalities issues and legislation – able to relate this to service provision and the quality of experience for visitors	1,2		
<b>Specialist Knowledge</b>	Good knowledge of plant husbandry and horticultural techniques and practices.	1,2	Some knowledge of the specialist needs of heritage plants, veteran trees	1,2
	Knowledge of conservation of historic landscapes			

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u>				
Attributes	Essential	How Measured	Desirable	How Measured
				1,2
<b>Education and Training</b>		1,2,4 1,2,4	First Aid certificate	1,2,4
<b>Other Requirements</b>	Full valid driving license to transport people, equipment and plants as necessary. Be able and willing able undertake training of equipment ne including motorised equipment	1,2,4		
	Able to work across Trust sites when necessary to support other teams in order to meet the business requirements of the organisation	1,2		
	Able to work evenings and weekends if necessary (around twice a month)	1,2		
	Able to adjust working hours to suit service and job demands	1,2		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

**NB:** This job description reflects the requirements of Luton Culture. The role and duties of the post are subject to change in line with the future development of Luton Culture. Luton Culture reserves the rights to make such changes as are necessary and any changes required will be discussed with the postholder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that Luton Culture's policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)