

Job Description

Post: **Head Gardener**

Reporting to: Trust Manager

Place of work: Bishop's Park, Abergwili

Contract: F/T 37hr week, £26,000 per annum. Initially the post will be a three year contract

Managing: Volunteers, Consultants and Contractors (and staff when applicable)

Hours: Work flexible hours, 5 days from 7 inclusive of Bank Holidays and weekends and some evening work for which the appropriate time in lieu will be accredited

Holidays: 20 days per year, plus the 8 recognised bank/public holidays, with days accruing for length of service

Period of Notice: Minimum of 2 months. The period of notice for the 3 month probationary period is 1 week.

References: Offers of employment are subject to the receipt of satisfactory references.

1. Overview

If you are passionate about the natural and built environments and excited by the prospect of a major innovative and collaborative project in a setting of great potential and you have horticultural experience of major restoration projects – then this is a unique opportunity. The Head Gardener will lead a team making the Bishop's Park an enjoyable, original, safe and rewarding venue for visitors, staff and volunteers alike, heralding a new and exciting phase in the history of the site.

The aim is to develop an attraction which will be a worthy addition to Carmarthenshire's reputation as '*The Garden of Wales*'.

Responsible to the Trust Manager and working with project partners, the Head Gardener will undertake the development and management-of the Bishop's Park with particular emphasis on the successful delivery of the Heritage Lottery Funded 'Parks for People' project. In undertaking this work public access and enjoyment, education and training will

be balanced with the protection and enhancement of their cultural, historic and ecological features.

For an experienced horticulturist and arboriculturist, this is an opportunity to lead a team of volunteers and others in developing a truly unique project – innovative and evolving.

2. Introduction

The Head Gardener will have a pivotal role in the delivery of the first phase of the major development project in the “Parks for People” project. Generally responsible for the ‘hands-on’ management of the Bishop’s Park and all its diverse and contrasting components – the pleasure gardens, the walled kitchen garden, the Great Meadow and Bishop’s Pond - as well as for providing an enjoyable, rewarding, safe and learning experience for visitors, staff and volunteers.

You will have a proven track record in the management of parks and gardens of special historic and ecological interests open to the public, together with the ability to demonstrate a commitment and enthusiasm for delivering the highest quality visitor focussed services, working to high standards within tight budgets and deadlines.

3. Main duties:

- Review and plan the implementation of the Conservation and Management Plan, consistent with the Activity, Management and Maintenance Plans
- Manage contractors and consultants
- Manage and curate the gardens and grounds of the Bishop’s Park so that its plantings, ecology, history, archaeology and design are conserved, documented and presented to the highest standards
- Plan and deliver costed operational work plans/ programmes on time and within available resources. Administer and account for delegated budgets and contracts

- Responsible for the operation, infrastructure and plantings of the Bishop's Park, as well as assisting with maintaining safe and enjoyable access, monitoring and security for the site
- Manage and motivate staff and volunteers, including identifying training needs and development
- Liaise and collaborate with the Carmarthenshire County Museum and staff in other relevant departments within Carmarthenshire County Council
- Liaise with external agencies, including adjoining landowners and tenants, in regard to site upkeep and development paying particular attention to the management and interpretation of the Great Meadow and Bishop's Pond
- Collaborate with the Trust Manager and staff to build and maintain positive working relationships with communities and organisations at a local, regional and where applicable national level
- Develop partnerships and projects with other gardens and parks particularly in the Tywi Valley
- Undertake such other related duties commensurate with the level of responsibility and remuneration for the post that may be assigned by the Trust Manager.

4. General duties:

- Contribute to the work of the team and provide support and cover for the other members of staff
- Maintain Health & Safety and Environmental Regulations, including the monitoring and maintenance of a safe work area, to ensure safety and welfare, in line with Trust policies
- In cooperation with colleagues, particularly the community and Learning, engage with visitors through undertaking both an informal and formal interpretive role
- Act as Duty Officer and key holder for the Tywi Gateway Centre when required

- Maintain tools and equipment and storage facilities
- Assist with the preparation of reports for Trustees, key stakeholders and funding Partners
- Assist with the development of the Trust's Membership as an effective supporters' group.

PERSON SPECIFICATION

Head Gardener

| ESSENTIAL | <u>DESIRABLE</u> |
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| TRAINING, EXPERIENCE AND QUALIFICATIONS | |
| <p>Able to provide evidence of:</p> <p>Degree with a minimum of Level 3 in a horticultural discipline. HND in horticulture/landscape management or equivalent. A.P.L. (Accredited Prior Learning) will be considered where excellent or demonstrable equivalent practical experience</p> <p>Practical experience of working in a varied garden, park or estate environment, open to the public</p> <p>Arb (Arboriculturist) Training undertaken</p> <p>Certificates re. use of relevant power and hand tools</p> <p>Valid driving Licence, including Category E entitlement to tow trailers</p> <p>Experience of leading a team to maintain high levels of compliance with policies and regulations, including EHS policy (Environment, Health & Safety)</p> <p>Experience of working to establish and maintain Green Flag status.</p> | <p>M.Hort.(RHS), Degree, Botanic Garden Diploma in amenity horticulture</p> <p>Experience in wetland and grassland conservation</p> <p>NPTC spraying qualifications PA1, PA6 and membership of an appropriate pesticide application CPD scheme</p> <p>Previous training or teaching experience</p> |
| KNOWLEDGE AND SKILLS | |
| <p>Able to demonstrate:</p> <p>Thorough understanding of contract management procedures and effective management of budgets</p> | <p>IT skills including the clear presentation of development</p> |

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| <p>Excellent plant knowledge and proven horticultural skills and plant collection management</p> <p>Understanding of and interest in the historic gardens sector</p> <p>Knowledge and experience of health and safety aspects of gardens as visitor attractions including COSHH and risk assessment procedures</p> <p>Effective time and workload management</p> <p>Good administrative, IT, planning, communication and organisational ability</p> <p>Capable of undertaking all aspects of horticultural work and the physical challenges of the post.</p> | <p>proposals and financial information</p> <p>Knowledge of keeping full and accurate botanical records using plant recording software</p> |
| <p>INTERPERSONAL SKILLS</p> | |
| <p>Able to demonstrate:</p> <p>Leadership and an ability to manage effective teams and teambuilding</p> <p>Strong organisational ability, for effective management of priorities, workloads and deadlines</p> <p>Ability to identify training needs and establish effective training and coaching programmes</p> <p>Confidence in interacting and dealing with a wide range of people</p> <p>Understanding and empathy with working in a bilingual area</p> | <p>Ability to deliver appropriate media & public addresses</p> <p>Knowledge of the Welsh language. Active learners supported</p> |

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| Personable, practical, hardworking, motivated and adaptable. | |
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Annex 1

Background information:

Head Gardener, Tywi Gateway Trust

The Bishop's Park is famed for its cultural, historic and ecological features and is much loved by the local community. At its heart is the former palace of the Bishops of St. Davids, now Carmarthenshire County Museum. Working with the Carmarthenshire County Council the volunteer-led Ymddiriedolaeth Drws i'r Dyffryn / Tywi Gateway Trust aims to restore, reinvigorate and innovatively manage the 9.3 acre garden and grounds; walled kitchen garden, (Registered Grade II and Listed) the Great Meadow and Bishop's Pond (an SSSI) – for the public benefit.

In addition the domestic outbuildings of the Palace will be developed as the Tywi Gateway Centre – with coffee/ tea shop, interpretation and learning facilities.

The Park and Museum will complement and interact, through five main themes: the former Bishop's Palace and its importance to Church history and the Welsh language, celebrating the cultural heritage of Carmarthenshire; the evolution of the pleasure gardens, culminating in the artistic, gardenesque style of the mid nineteenth century; the walled kitchen garden, echoing its former importance to the Palace table and medicine cabinet ; the Great Meadow and Bishop's Pond, together of special historic, and ecological importance – and their wider setting in the Tywi valley with its scenic qualities and historic and environmental landscape, designated as being of national significance.

An integrated visitor experience – *“a concept unique to Wales”*.

The Conservation Management Plan giving full back ground details to-the project is available to download (under Resources) on www.tywigateway.org.uk

The 'Parks for People' Heritage Lottery Fund application is available on request.

Ymddiriedolaeth Drws i'r Dyffryn - Tywi Gateway Trust is a Charitable Incorporated Organisation (CIO) with voting Members other than its Charity Trustees. CIO Registered No. 1167244

