



The Bishop's Palace
WELLS · SOMERSET

Job Description

Title	Assistant Gardener
Hours	2 days per week; 8-4, 0.5 hr lunch break. 20mins at 10am.
Report to	Head Gardener
Remuneration	£6,552 per annum
Responsible for	Volunteers
About The Bishops Palace	<p>As a charitable organisation our aim is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p>Our Purpose To conserve The Bishop's Palace for future generations; welcoming all who seek a place of beauty, reflection and enjoyment.</p> <p>Our Vision The Bishop's Palace is a site of national importance, an essential part of its community now and for the next hundred years; loved, cherished and enjoyed by all.</p> <p>What we value</p> <ul style="list-style-type: none"> • Our unique site and heritage • Our local community, supporters and visitors • The spiritual nature of the site • Our relationship with the Bishops and their ministry • Our warm, hospitable and engaging welcome • The quality of our offer • Our staff and volunteers • Our environmental impact <p>The eight-hundred-year-old Palace sits among fourteen acres of stunning RHS partner gardens that draw in over 100,000 visitors per annum. The gardens are made up of picturesque, gardenesque, English garden style and contemporary gardens. Our Community Garden draws in a range of different user groups such as people with mental health issues.</p>
Purpose of role	<p>The Assistant Gardener will work with the Garden team to maintain the gardens to the highest possible standard, help manage the volunteers working in the grounds and assist with the development of the new projects.</p> <p>The Assistant Gardener will take part in public events such as garden tours and talks and the annual Garden Festival.</p>
Key tasks – What the Palace Trust expects	<p>1. <u>Garden presentation and maintenance</u></p> <ul style="list-style-type: none"> - Maintain all aspects of the garden to an exceptionally high standard as directed by the Head Gardener, for example, grass cutting, tree and shrub maintenance, weeding, infrastructure (paths, steps, seats, etc) - Ensure that the garden is presented as attractively and safely as possible at all times - Assist the Head Gardener with existing and new garden projects - Assist with maintenance systems that ensure the site can function effectively during adverse weather conditions which will include snow and ice clearance, flood clearing and control and wind blow clearing

	<p>2. Greenhouse work</p> <ul style="list-style-type: none"> - Assist with greenhouse work e.g. watering, propagation and pest control <p>3. Working with Volunteers</p> <ul style="list-style-type: none"> - To work with the Head Gardener and assign tasks to volunteers, providing guidance and supervision whilst they work under your care. This could include vulnerable adults and children under supervision - To ensure that Trust policies and procedures on security and fire protection are strictly adhered to at all times, and that volunteers working within the garden are aware of such requirements <p>4. Health and Safety</p> <ul style="list-style-type: none"> - Maintain an up to date working knowledge of all aspects of good Health and Safety and environmental practices relating to the Trust's operations, including Risk Assessments, COSHH and safe systems of work - Use and store fuels according to COSHH and H&S regulations and as directed. - Use and keep machinery in safe working order and notify faults immediately to the Head Gardener - Clean and maintain machinery as appropriate. <p>5. Customer Care</p> <ul style="list-style-type: none"> - The postholder will be required to participate in garden events, such as leading garden tours, providing public talks and assisting with children's activities on the gardens and their care - Respond to visitor needs, comments and queries in the grounds whenever necessary - Take all reasonable steps to ensure the health and safety of visitors to the garden <p>6. Security</p> <ul style="list-style-type: none"> - To ensure that the site is made secure after use in coordination with the Head Gardener - To ensure that tools and materials are kept secure when not in use <p>7. Other Duties</p> <ul style="list-style-type: none"> - In addition to the above, the post-holder may be required to undertake other reasonable duties and responsibilities which are compatible with the overall scope and authority of the appointment, in discussion with the Line Manager - Attend training courses and staff briefings as required
<p><i>What you can expect from The Palace Trust</i></p>	<ul style="list-style-type: none"> • Support from The Palace Trust's staff team • Training and development to undertake the role • 13.2 days annual leave per year including bank holiday entitlement, four of which (pro-rata for part-time staff) must be taken between Christmas and New Year • 10% discount in the Palace shop • 10 half price tickets for friends and family each year
<p><i>Key internal contacts</i></p>	<ul style="list-style-type: none"> • Garden Team • Volunteers • Duty Manager

Person Specification

Essential	Desirable
<ul style="list-style-type: none">• Practical experience of gardening• Some knowledge of plants and kitchen gardening• Knowledge of health and safety requirements• Excellent customer service• Proud of your work• Willingness to work some weekends	<ul style="list-style-type: none">• Experience of managing volunteers• Experience of working with vulnerable adults

How to Apply

Please visit www.bishopspalace.org.uk/job-vacancies to download an application form.

Please send completed application forms to Recruitment@bathwells.anglican.org or post to: Human Resources, C/O The Old Deanery, St Andrews Street, Wells, Somerset, BA5 2UG by Sunday 15 July 2018.