



The Bishop's Palace
WELLS · SOMERSET

Job Description

Title	Senior Gardener
Hours	5 days (37 hours) per week
Report to	Head Gardener
Remuneration	£20,500 per annum
Responsible for	Garden staff and Volunteers in Head Gardeners absence
About the Bishops Palace	The site and buildings of The Bishop's Palace and Gardens is owned by the Church Commissioners and managed by The Palace Trust. As a charitable organisation our mission is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning. The eight-hundred-year-old Palace sits among fourteen acres of stunning RHS partner gardens that draw in over 110,000 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.
Purpose of role	The Senior Gardener will work with the Garden team to maintain the gardens to the highest possible standard, help manage the garden staff and volunteers working in the grounds and assist with the development of new projects. The Senior Gardener will take a key role in managing the Community Garden, greenhouse and plant sales. They will occasionally take part in public events such as garden tours, Christmas decorating of the Palace, and the annual Garden Festival. They will also occasionally be asked to do Duty Manager tasks and work several weekends per annum. The Senior Gardener deputises for the Head Gardener in their absence.
Purpose, Vision and Values	<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 – Protected forever; treasured 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
Key tasks – What the Palace Trust expects	<p>1. Garden presentation and maintenance</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). - Take the initiative in tasking staff and volunteers when necessary - Ensure 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

	<p>clearing and control and wind blow clearing.</p> <p>2. Greenhouse work</p> <ul style="list-style-type: none"> - Plan and prioritise work with the Head Gardener. - Control pests and diseases and maintain good greenhouse hygiene. - Grow the correct quantity of plants as directed, for use in the gardens, plant sales and community garden, keeping accurate records of plant production and consumables. <p>3. Working with Volunteers</p> <ul style="list-style-type: none"> - 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 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 and providing public talks and will organise several nature themed children's activities with the assistance of the Events and Exhibitions Manager. - 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. - Act as Duty First Aider and Fire Marshall when necessary and with the appropriate training. - Act as Duty manager as required.
What you can expect from The Palace Trust	<ul style="list-style-type: none"> • Support from The Palace Trust's staff team • Training and development to undertake the role • 25 days annual leave per year 4 of which must be taken between Christmas and New Year • The option to enrol onto our pension scheme
Key internal	<ul style="list-style-type: none"> • Garden Team

contacts	<ul style="list-style-type: none"> • Volunteers • Duty Manager
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Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Three to five years practical experience of gardening in a similar setting as a paid gardener. • Good knowledge of plants and kitchen gardening. • NVQ level 1-2 or RHS levels 1-2 or HND in Horticulture or similar • Knowledge of health and safety requirements • Excellent customer service and communication skills • Pride in work • Willingness to work some weekends • Ability to work under own initiative 	<ul style="list-style-type: none"> • Experience of managing volunteers • Experience of working with vulnerable adults • Spraying certificate • Level 3 NVQ/RHS in Horticulture

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 12 August 2018.