



The Bishop's Palace  
WELLS • SOMERSET

## Job Description

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title</b>                                     | <b>Assistant Gardener (Maternity Cover – up to 12 months fixed term)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Hours</b>                                     | 30 Hours per week;<br>Ideally worked over Tuesday - Friday<br>Hours 8.00am-4.00pm, 30min lunch break.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Report to</b>                                 | Head Gardener                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Remuneration</b>                              | £25,877.80pa (FTE) (Actual salary: £20,982pa)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>About the Bishops Palace</b>                  | <p>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.</p> <p>The eight-hundred-year-old Palace sits among fourteen acres of stunning RHS partner gardens that draw in over 140,000 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>                                                     |
| <b>Purpose of role</b>                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purpose, Vision and Values</b>                | <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><b>Our Vision</b><br/>To inspire and touch the lives of many by offering joy, healing, hope and wellbeing.</p> <p><b>Our Purpose</b><br/>To conserve and share the Palace and its story as a place of enjoyment and reflection for the benefit of all.</p> <p><b>What we value</b><br/>• Authenticity • Inclusivity • Hospitality • Spirituality • Generosity • Sustainability</p>                                                                                                                                                                 |
| <b>Key tasks – What the Palace Trust expects</b> | <p><u>Garden presentation and maintenance</u></p> <ul style="list-style-type: none"><li>• 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, green house work, weeding, infrastructure (paths, steps, seats, etc).</li><li>• Ensure that the garden is presented as attractively, and safely, as possible at all times.</li><li>• Assist the Garden team with existing and new garden projects.</li><li>• 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.</li></ul> |

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         | <p><u>Working with Volunteers</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Use and store fuels according to COSHH and H&amp;S regulations and as directed.</li> <li>• Use and keep machinery in safe working order and notify faults immediately to the Head Gardener.</li> <li>• Clean and maintain machinery as appropriate.</li> </ul> <p><u>Customer Care</u></p> <ul style="list-style-type: none"> <li>• The postholder will be required to participate in some garden events.</li> <li>• Respond to visitor needs, comments and queries in the grounds whenever necessary.</li> <li>• Take all reasonable steps to ensure the health and safety of visitors to the garden.</li> </ul> <p><u>Security</u></p> <ul style="list-style-type: none"> <li>• To ensure that tools and materials are kept secure when not in use.</li> </ul> <p><u>Other Duties</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend training courses and staff briefings as required.</li> </ul> |
| <b><i>What you can expect from The Palace Trust</i></b> | <p>You will be working for an independent charity whose main aim is to share, preserve and protect the 800-year-old Bishop's Palace. We reinvest in the team and the site and work with local community groups and organisations as part of our community engagement. We are a real living wage employer.</p> <ul style="list-style-type: none"> <li>• 25 days annual leave per year (pro rata) increasing with length of service</li> <li>• Opportunity to join The Palace Trust's pension scheme</li> <li>• Opportunity to support your local community through volunteer days</li> <li>• Access to the organisational Employee Assistance Programme</li> <li>• 50% staff discount in The Bishop's Table</li> <li>• Birthday day off</li> <li>• Tickets for events, outdoor theatre, guest membership</li> <li>• Training, development and mentoring</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><i>Key internal contacts</i></b>                     | <ul style="list-style-type: none"> <li>• Garden Team</li> <li>• Volunteers</li> <li>• Duty Manager</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Person Specification

|                                 | Essential                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge and experience</b> | <ul style="list-style-type: none"> <li>• At least 1 year's practical experience of gardening</li> <li>• Good knowledge of plants and kitchen gardening</li> <li>• Experience of working with Volunteers</li> <li>• Knowledge of health and safety requirements</li> <li>• Horticulture qualification such as RHS or City &amp; Guilds</li> </ul>                     | <ul style="list-style-type: none"> <li>• Experience of working in a Heritage and/or Visitor Attraction Garden</li> <li>• Experience of working with vulnerable adults</li> <li>• First Aid at Work – or willingness to complete</li> </ul> |
| <b>Skills and abilities</b>     | <ul style="list-style-type: none"> <li>• Excellent customer service skills</li> <li>• Ability to work as part of a team and use initiative</li> </ul>                                                                                                                                                                                                                |                                                                                                                                                                                                                                            |
| <b>Personal attributes</b>      | <ul style="list-style-type: none"> <li>• Proud of your work</li> <li>• Willingness to work some weekends</li> <li>• Willingness to support all members of the organisation and to be flexible in the tasks that are undertaken</li> <li>• Treats people with fairness, respect and consideration without regard for their position, status or background.</li> </ul> |                                                                                                                                                                                                                                            |

This role is a fixed term maternity cover role. Potentially up to 12 months from November 2026.

### To Apply for this role:

Please complete the **application form** and submit this along with the Equality & Diversity form to [recruitment@bishopsalace.org.uk](mailto:recruitment@bishopsalace.org.uk)

If you prefer you can post to HR, The Bishop's Palace, Wells, Somerset BA5 2PD.

Closing date for application for this role is 12 noon on Wednesday 28<sup>th</sup> October 2026.

Interviews will be on Wednesday 4 November 2026 at The Bishop's Palace.

Anticipated start date will be in mid to late November 2026.

Please note that CVs will not be considered.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

