

**SKILLED GARDENER**

**JOB DESCRIPTION**

**Job title**: Skilled Gardener

**Based**: Richmond Park, Oak Lodge Depot, Richmond Park, Richmond, Surrey TW10 5HY, with occasional travel to all parks

**Salary**: £30,992 per annum, depending on experience

**Terms**: Permanent contract on a full-time basis, 40 hours per week.

26 days annual leave plus public holidays, increasing to 29 days after 3 years’ service.

A pension scheme and healthcare plan are available.

**Reporting to:** Supervisor

**Responsible for:** N/A

**Internal relationships:** Supervisor, Parks Operations, HR Team

**External relationships:** The managers and staff of Landscape Maintenance (LM), other contractors, concessionaires and suppliers. Members of interest groups, friends of the park, volunteers and park users. Officers of the Metropolitan Police Service, other organisations and external partners involved in the parks

**BACKGROUND**

The Royal Parks is a charity that manages over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James’s Park, The Regent’s Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

**JOB PURPOSE**

A skilled person with extensive experience is required to join the existing Estates Team assisting with management of the 2500 acres of parkland, gate gardens and lodges. You'll deliver practical conservation work to protect and enhance the conservation status, general maintenance, repairs and renewals of estate infrastructure of Richmond Park.

Responsible for the care, cultivation, and maintenance of allocated areas of the greater estate and for contributing to the delivery of garden plans and programmes of work and guidance to the apprentices and volunteers this involves landscape maintenance including mowing and hedge cutting, and plant care, tree establishment including planting, weeding and watering, Competent in operating typical countryside machinery and equipment with relevant land-based qualifications.  Further duties will periodically require assistance with winter maintenance including road gritting and snow removal from the park’s roads. This varied and interesting role offers the opportunity for an enthusiastic and motivated individual to work in attractive surroundings as part of the larger team.

**MAIN DUTIES/RESPONSIBILITIES**

* Day to day care, cultivation and maintenance of the estate to achieve agreed objectives.
* Provision of guidance, support and development of apprentices and volunteers and working collaboratively with colleagues.
* Contributes to the setting and maintaining of horticultural standards, embedding appropriate and achievable sustainable practice, and promoting biodiversity in any given area as biodiversity and sustainable garden practices are also important considerations at Richmond Park.
* Carries out specific projects as directed.
* Deliver excellent customer care throughout the garden through positive interactions with visitors and internal customers, demonstrating awareness and knowledge of the site, its activities, and objectives.
* To adhere to current Health and Safety legislation and best practice in accordance with TRP’s Health and Safety Policy Statement.
* Responsibility for ensuring, so far as is reasonably practicable, that the activities for which they are responsible do not expose anyone to risks to their health or safety. Specific areas of responsibility include ensuring volunteers, and apprentices are adequately supervised, trained and provided with instruction and information to carry out their work safely; ensuring that TRP’s procedures are followed, risk assessments are carried out; and procedures are in place to deal with emergencies.
* To undertake any other duties as may reasonably be required of you in the post.
* Following instruction from the Supervisor/Chargehand you will take a lead role in delivery of day-to-day horticultural tasks within the garden to include seasonal maintenance, planting, pruning works, regeneration projects and habitat management.
* Where appropriate, provide guidance and motivation to unskilled and semi-skilled gardeners, apprentices and volunteers helping to instil a positive working environment aimed at driving quality output to carry out tasks in an efficient manner.
* Maximise the visitor experience by helping to ensure excellent horticultural standards are maintained.
* As and when required, deliver support to the other Garden teams Across the parks at peak periods, assisting the head gardeners with the delivery of seasonal permanent planting schemes and horticultural projects.
* Assist with the practical horticultural implementation of TRP initiatives and programmes, e.g. Biodiversity and Sustainability, Green Flag/Green Heritage.
* Report pest issues to the Supervisor/Chargehand upon discovery.
* Ensure work schedules are completed in a timely manner, to a high-quality standard and ensuring that safety standards are always followed.
* Work with the Supervisor/Chargehand to deliver work programmes, providing support where identified for apprentices, trainees and volunteers.
* Work with, and on occasion lead, a diverse range of volunteers (and carers) carrying out practical tasks within the Estate.
* Work with the Supervisor/Chargehand on the practical delivery of high-quality community, corporate and stakeholder volunteer days.
* Be aware of your responsibilities as described in the Health & Safety policy, procedures and handbook. To implement the policy and procedures in your area of responsibility ensuring all staff, contractors and volunteers comply with Health & Safety requirements when working in the park.
* Be aware of safeguarding children and adults at risk and follow TRP Policy.
* Respond directly to face-to-face enquiries from members of the public and stakeholders whilst performing duties in the park.
* Report defects and incidents observed in the park, carry out incident investigations and write reports. Follow up as required.
* Be a team player and work with the wider TRP colleagues, as and when required
* Being able to work with the public and to a seasonal calendar especially in gardens that is open to the public.
* Carry out other relevant duties that may be agreed with the Line Manager from time to time. Some out of hours working may be required during evenings and weekends.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** | |
| * Formal horticultural qualification e.g. NVQ Level 2 (amenity horticulture) or RHS, or equivalent experience and horticultural knowledge. | **E** |
| **Experience** | |
| * Demonstrable practical horticultural experience, ideally in a public park, heritage park or publicly accessible garden. | **E** |
| * Experience of working with volunteers, particularly in a horticultural environment. | **D** |
| * Be able to safely and effectively operate a range of routine garden machinery including ride on mowers, tractors, hedge cutters, strimmer’s, and leaf blowers. | **E** |
| **Skills, knowledge and ability** | |
| * Good knowledge of Health & Safety in the workplace, ideally including practical knowledge of COSHH regulations | **E** |
| * Good knowledge of horticultural plant and machinery operations | **E** |
| * Good plant knowledge, particularly around shrubs, herbaceous and bulbous plants. | **E** |
| * Excellent interpersonal skills including good communication and excellent customer service skills | **E** |
| **Other** | |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to supporting diverse and inclusive teams. | **E** |
| * Full driving licence | **E** |
| * First Aid Certificate | **D** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. We encourage applications from candidates from all backgrounds and successful candidates will be appointed on merit.

The Royal Parks is committed to safeguarding and promoting the welfare of children, young people and adults at risk from harm, and expects all staff and volunteers to share this commitment and follow the organisation’s policies and procedures. The Royal Parks provides an awareness training programme on Safeguarding for all staff, and further in-depth training for those working with children, young people or adults who may be at risk of harm.