



Job Description	
Job title:	Gardener/Volunteer Manager
Grade:	Grade 4 Salary on appointment £22,769 per annum.
Term:	Permanent
Hours:	Average 37.5 hours per week
Accountable to:	Head Gardener
Responsible for:	Supervision of volunteers and Interns

Description and dimensions of role:

The Volunteer Manager is responsible for the day to day management and supervision of the Volunteer garden team. They will work closely with the Head Gardener to agree the programme of work for volunteers and any interns and supervise their activity in line with the Master Plan or any agreed Garden Management Plan.

Key duties and responsibilities:

GARDENER RESPONSIBILITIES:

- Assist in the maintenance of an intensively cultivated botanic garden.
- Work in all parts and on all aspects of the Garden's horticultural work with other members of staff and volunteers.
- Cultivate a wide and diverse range of plants, many of conservation value.
- Maintain the grass lawns and paths on a rota basis.
- Assist with cultivation of plants subject to research.
- Assist in the supervision, management and training of horticultural volunteers and trainees - working with them as required.
- Maintenance/development responsibility for 1 -2 glasshouses.
- Contribute to communications to include Garden interpretation, safety notices and such other communications or e-communications as required by the Head Gardener.
- Comply with Health and Safety legislation in collaboration with the Head Gardener.
- Be prepared to act as a first-aider, after training, if required.



- Participation in the weekend working rota, usually one weekend in five.
- Participation as required by the Head Gardener in Garden events.
- Shared responsibility (with 4 Garden team members) for site/staff/security management in the head gardeners absence

VOLUNTEER MANAGEMENT RESPONSIBILITIES:

- Supervise horticultural volunteers and interns as specified by the head gardener.
- Recruit horticultural volunteers and interns to ensure all Garden and specialist horticultural volunteer posts are filled, as required by the Head Gardener, year-round.
- Induct Garden and specialist horticultural volunteers: to include health and safety and PPE matters.
- Administer all Garden and specialist volunteer and intern posts including but not limited to: processing travel claims, provision of PPE, carrying out review interviews at 1 month and 1 year following volunteers start dates, administering volunteer specific events and providing support to the volunteers.
- Direct and manage horticultural volunteers between 9-10.15am as they carry out generic tasks.
- Lead volunteer teams as required by the Head Gardener in maintenance tasks.
- Feedback to the Head Gardener on specific needs and requests from volunteers including notice of absence.

Knowledge, Skills and Experience: **Knowledge**

Essential:

- A broad knowledge of garden maintenance and collection management within a botanic garden setting
- A demonstrable knowledge of recruitment, induction and supervision of volunteers in order that they contribute to the overall visitor experience and maintenance of the Garden and collection
- RHS Level 3 Diploma, Wisley Two Year Diploma/ National Diploma in Horticulture/Kew/Edinburgh. Diploma should be the entry requirement for Hort Level II



Desirable:

- A sound understanding of plant pest and disease management

Skills

Essential:

- Capacity to work at speed while delivering consistently high quality horticulture and finish/presentation
- Experience of working in a diverse team including trainees and volunteers

Desirable:

Experience

Essential:

- Demonstrable previous experience of working in a historic/botanic garden with an accessioned plant collection
- Previous experience of supervising and motivating volunteers

Desirable:

- Ability to research and present information on plants within a botanic collection

Motivation, Interest and Potential

Driven by a desire to maintain a large and diverse interpreted collection of plants both on within the Garden and the Glasshouses

The post holder will be required to work an average of 5 days per week plus participation in the weekend working rota, usually one weekend in five.

Likely working hours:

Summer: 8.00 -5.00 (March – August)

8.00 – 4.00 (September – February)