



Role Profile

Job Title	Horticulture Team Administrator
Position	Permanent
Hours	Part-time 17.5 hours per week
Holidays	14.5 days including public holidays
Manager	Head of Plant Collections (HPC)
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

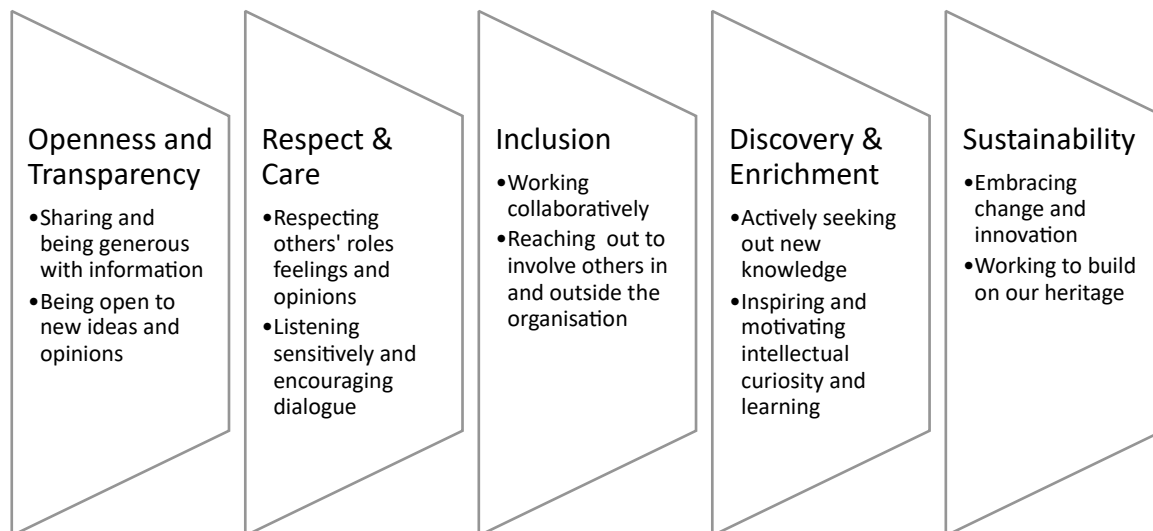
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. About the Role

The Horticulture Team Administrator role is responsible for ensuring the smooth running of the horticultural operation from an administration perspective. They will support the HPC and team contributing to and promoting good communication flow between the horticultural department and other departments and support the Head and Deputy Head of Plant Collections in the dissemination of information amongst staff and volunteers. They will ensure that purchasing for projects is completed on time and all purchasing procedures are followed in collaboration with the finance department. The Horticulture Team Administrator will support the delivery of key horticultural operations using their administrative skills and work with volunteers to support their work and delivery.

5. Key areas of responsibility

5.1 Administration

Provide administrative support to the Head and Deputy Head of Plant Collections and wider horticultural team including:

- SharePoint champion for the horticultural team ensuring document management;
- Diary management including arranging meetings and scheduling
- Supporting recruitment processes for staff and volunteers;
- Work with the Volunteer Manager and horticultural team on administrative tasks for volunteers, e.g. Using Better Impact volunteer software to email volunteers;
- Supervise administrative volunteers for simple tasks to support your work
- Organising travel and accommodation

5.2 Procurement and Finance

- Place orders, liaising with supplies and chasing invoices, liaising and coordinating deliveries including waste management and contractors, machinery repairs ensuring sign off;
- Take responsibility for ensuring the daily, monthly and annual administrative processes to support the Horticultural budget management per below.

Ensure that accurate records are provided to finance for additional hours worked in line with any payroll cut off dates. Devise and maintain office systems including data management and filing. Coordinate with key colleagues to rationalise electronic filing systems and ensure robust version control.

Attend update and operational team meetings as required and ensure information is promulgated back to the department. Work with the site wide operations team (Events, visitor operations, premises for example) to ensure organisational and team priorities are managed.

Undertake research for project or procurement if required.

Support Health and Safety administration by setting up document management on Microsoft Sharepoint or similar, for instance Risk assessments, COSHH assessments and other documentation.

Where required, support the administration of plant records, full training will be given.

6. Person Specification

Knowledge Skills and Experience	Essential/ Desirable
Excellent written and verbal communication skills	E
The ability to clearly prioritise workload and tasks and be confident to multi-task	E
Previous team support experience in a fast-paced environment	E
Strong team working and collaborative skills, someone who is open, builds relationships and is proactive in sharing knowledge.	E
Excellent attention to detail suitable for procurement of horticultural sundries and financial administration	E
Basic knowledge of horticulture in a public garden	D

7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	Leadership	Setting the pace and behaving with integrity	1
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	1
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	2
4	Communication	Communicating with colleagues, visitors and stakeholders	2
5	Collaborative Working	Working together with people within and outside of CPG to help us achieve our goals	1
6	Delivering Results	Organising and managing the work to deliver results	1
7	Using and Managing Resources	Using resources cost effectively	1
8	Know How	The knowledge, skills and expertise you need to do your job and help others to do theirs	1

8. Terms and Conditions

The post holder will be required to work an average of 2.5 days per week but the nature of the role means that flexibility over the days and hours worked is required to meet the needs of the business.

The Garden operates a salary exchange pension scheme currently with Royal London which means that your gross salary is reduced by the amount of pension contribution made by the employer and employee which is then paid directly into your pension. The equivalent contribution rates are 6% employer and 3% employee at the end of the probationary period.