



Role Profile

Job Title	Gardener & Glasshouse Manager
Position	Permanent
Hours	Full-time 35 hours per week
Holidays	33 days including public holidays
Manager	Head of Plant Collections (HPC)
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

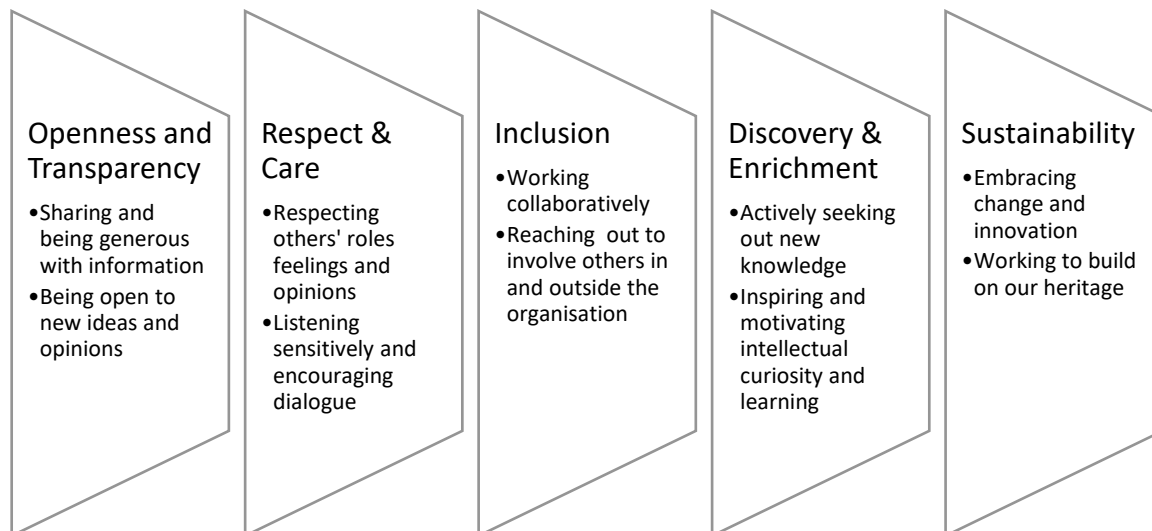
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender 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 Gardener & Glasshouse Manager is responsible for contributing to the overall maintenance, presentation and care of the historic Garden and its collections as well as the Glasshouses and the collections under glass.

They will work closely with the Head and Deputy Head of Plant Collections and other members of the horticultural team, including trainees, interns and volunteers to maintain a high level of horticulture throughout the Garden.

They contribute to overall visitor safety and satisfaction.

5. Key areas of responsibility

5.1 Garden Responsibilities:

The Glasshouse Manager is responsible for assisting in the maintenance of an intensively cultivated botanic garden with other member of staff, trainees, interns and volunteers. Tasks include, but are not limited to, mulching, weeding, pruning, planting, feeding, irrigating, pest control, leaf collecting, staking, and cutting back of perennials. Maintenance of hard and soft landscaping includes mowing, edging, hedge cutting, weeding paths, compost turning and shredding woody material.

They will contribute to communications including Garden interpretation, safety notices and such other communications or e-communications as required.

5.2 Health & Safety and COSHH

They comply with Health and Safety and COSHH legislation in collaboration with the HPC and other members of staff.

The postholder should be prepared to act as a first-aider, after training, including to visitors.

5.3 Glasshouse Management

The Glasshouse Manager monitors and makes provision for the cultivation requirements of the plants held in the Glasshouses including integrated pest management. They supervise the horticultural team whilst working under glass to ensure the glasshouse collections are maintained to a high standard. They ensure the team are adequately supported and develop their skills whilst caring for the collections under glass.

They manage the preservation and maintenance of the glasshouse structures including heating, shading, ventilation and irrigation systems.

They communicate health and safety issues to the HPC and take responsibility for security in the Glasshouses. They apply pesticides in accordance with risk assessment and COSHH regulations.

They work with others in the development of interpretation projects associated with the Glasshouses.

5.4 Volunteer and Intern Supervision

The Glasshouse Manager assists with the supervision of horticultural volunteers and interns. They provide direction, training and support to ensure that they are properly supervised to carry out the tasks asked of them, and that they have the skills, tools and proper protective equipment to carry them out. They will seek advice and support from others if necessary.

5.5 Visitors

The Glasshouse Manager ensures that all activity undertaken by them, the horticultural team, any trainees, interns and volunteers are carried out in a way that promotes enjoyment for visitors. They will participate in Garden events as required.

6. Person Specification

Knowledge Skills and Experience	Essential/ Desirable
RHS Level 2 with practical working experience	E
Demonstrable practical horticultural experience at a senior level which including working with an accessioned plant collection	E
Experience of working in a diverse team including trainees, interns and volunteers	E
Direct management/supervisory skills of staff and volunteers	E
Strong background of involvement in and understanding of the training and development of future horticulturists.	E
PA1 and PA6a Use and Application of Pesticides qualification	E
Working knowledge of Plant Database system	D
First Aid at Work Qualification	D
Motivated by a desire to promote, improve and maintain a large and diverse interpreted collection of plants both within the Garden and Glasshouses	D

A sound understanding of plant pest and disease management	D
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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	2
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	2
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	1
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	2
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	2

8. Terms and Conditions

The post holder will work an average 35 hours per week over five days. The horticultural team's working hours differ during the summer season (March-August) at 39 hours per week and the winter season (September-February) at 31 hours per week. The post holder will take part in the roster of weekend working for which time off in lieu is given.

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 5% employer and 3% employee at the end of the probationary period.