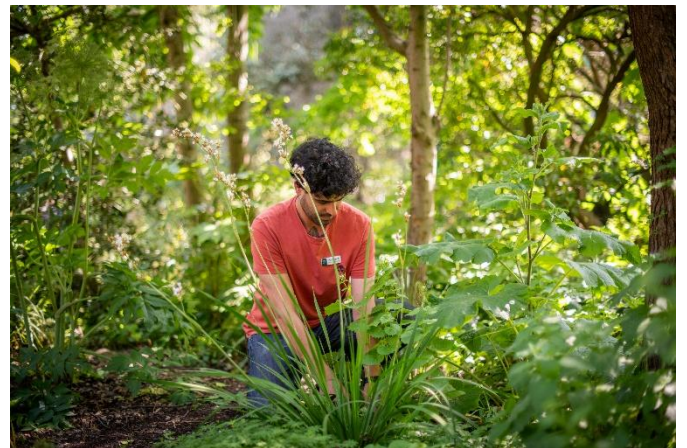




Horticulture and Learning Traineeship (1-year fixed term)

Job Application Pack



Included in this pack:

- Role Profile
- Some information about how to apply and by when

Help: If you need additional support to make your application please contact jobs@chelseaphysicgarden.co.uk

This role is supported by The BAND Trust

Role Profile

Job Title	Horticulture & Learning Trainee
Position	1 Year Fixed Term
Salary	£25,201 per annum
Hours	Full time. Average 35 hours per week (working hours vary for summer and winter, details below).
Holidays	33 days including public holidays
Manager	Community & Youth Engagement Manager (Learning) and Deputy Head of Plant Collections (Horticulture)
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

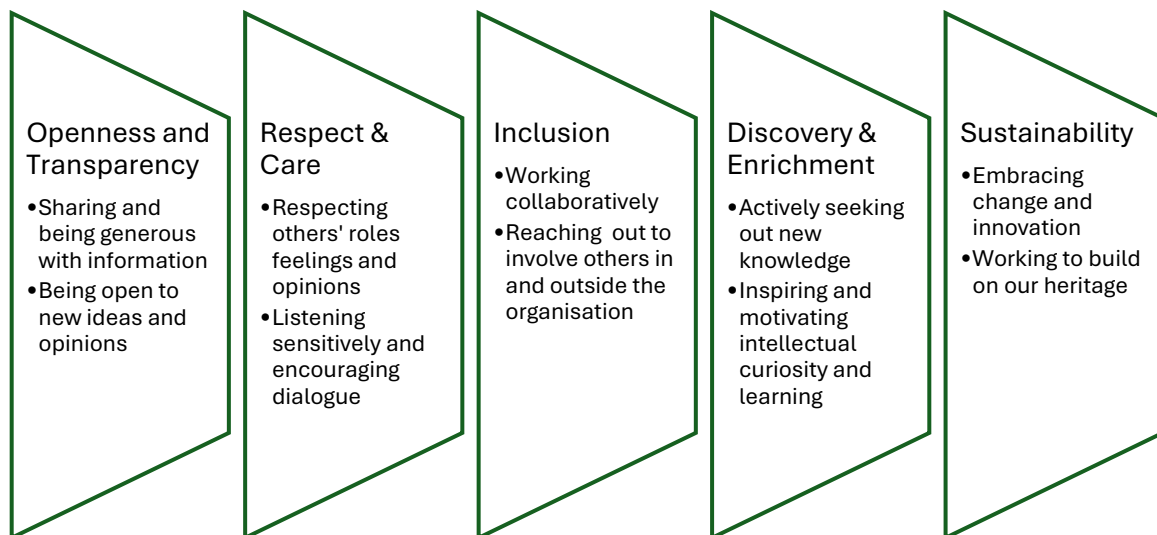
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender 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

This one-year traineeship, generously funded by The BAND Trust, offers an opportunity for an individual interested in developing skills in nature-based engagement and botanic horticulture. The successful candidate will spend approximately six months with the Learning and Engagement team and six months with the Horticulture team, gaining hands-on experience in both areas.

Designed for someone exploring a future in environmental education or horticulture, this role is ideal for those considering further training, but not quite ready to do a diploma or RHS level 2 course or wanting to explore a career in the sector.

The trainee's time will be divided flexibly between the two teams to align with key seasonal activities and events. As such, the split may not be exactly 50:50 but will ensure meaningful involvement in the most impactful periods of the year.

During the traineeship, the successful applicant will gain practical botanic horticultural experience, while also supporting and delivering learning opportunities to a broad range of audiences. This will include work with visitors onsite as well as engagement with groups offsite.

This traineeship would be suited to candidates who have not worked in horticulture but may have experience some experience of volunteering in a garden.

The trainee will report to both the Deputy Head of Plant Collections and the Community & Youth Engagement Manager.

KEY OBJECTIVES:

The aim is for the trainee is to be supported throughout and to have an opportunity to observe, be coached, as well as to have directed learning to developing their skills. This will help enable them to seek employment in either horticulture or learning. This will be achieved by the trainee:

- being shown and given training in practical horticulture (gardening).
- working alongside our trained gardeners and volunteers outdoors doing jobs such as border and path maintenance, weeding, pruning, mulching, compost turning, plant staking and turf care.
- helping to look after our community garden whilst working with members of our community and volunteers.
- assisting with schools, family and community group sessions onsite.
- assisting or delivering offsite engagement in schools or community settings.
- writing a work diary to help combine their learning and practical experience and to submit to the funders at the end of the internship.
- increasing their plant knowledge and identification skills by having the opportunity to take part in weekly plant identification sessions.
- Completing an entry level horticulture course

At the end of the traineeship, the trainee will have:

- gained a wide range of practical gardening skills and knowledge.
- helped deliver a wide range of Learning programmes
- experience of working in a team.
- an understanding of the importance of Health and Safety in the workplace and experience of working in a professional garden that complies with all relevant regulations.
- an understanding of legislation that regulates the delivery of workshops and activities designed for a wide range of people.
- a record of working full-time and being able to take on responsibilities
- completed an entry level course

PERSON SPECIFICATION:

Knowledge, Skills and Experience	Essential/ Desirable
An enthusiastic and committed person who loves plants and is really interested in developing skills to engage people with horticulture and the natural environment	E
Someone who enjoys working as part of a team and with people from a wide range of backgrounds	E

Someone who is adaptable and would enjoy the diverse nature of this role	E
Someone who has volunteered in a garden or has experience of gardening at home	D
Someone who enjoys working outside in all weathers	E

Terms and Conditions:

The post holder will be required to work the equivalent of five 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. There is a requirement to work occasional weekends and bank holidays as part of a roster, for which time off in lieu will be provided.

The hours worked any particular week could differ depending on which team the trainee is based with but over the 12 months, it will average out to 35 hours per week.

The horticulture teams working pattern is:

1 March to 31 August: Monday to Thursday - 8am to 5pm

Friday – 8am to 4pm

1 September to 28 February Monday to Thursday – 8am to 3.30pm

Friday – 8am to 1pm

Hours average out to 35 hours per week with a one-hour unpaid lunch break

The Learning teams working pattern is:

Monday to Friday 9am to 5pm with occasional evening and weekend work. There is a one-hour unpaid lunch break.

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 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.

Details of other employee benefits and rights will be provided to successful candidates and include things like a season ticket loan, a cycle purchase scheme as well as an employee assistance programme.

How to apply:

Please complete the job application form and equal opportunities form and email them to jobs@chelseaphysicgarden.co.uk

Dates:

Application deadline: Midnight on Sunday 14 September

Interviews will take place on Monday 29 September

Traineeship start date Monday 3 November

FAQs:

- Please **do not** apply if you have a RHS level 2 or more (or equivalent with City & Guilds etc), we are recruiting for someone who is just starting out.
- If you have a level 1 you can apply, we will adapt the training offer subject to funding.
- Please note that interviews are on **Monday 29 September**
- In your application, please **do let us know** of your practical gardening experience in a voluntary, community or home setting. If you can be specific about tools and skills, it's useful information to put down in your application.

You will receive an email from us to let you know that you have been successful or unsuccessful in securing an interview. We get lots of applications so unfortunately, we are unable to offer feedback to those who are unsuccessful at this stage.

Good luck and we are looking forward to reading your application.