



**Chelsea Physic Garden**

**Horticulture – Plant Records**

**Volunteer**

Chelsea Physic Garden

66 Royal Hospital Road

London SW3 4HS

Tel: 0207 352 5646

[www.chelseaphysicgarden.co.uk](http://www.chelseaphysicgarden.co.uk)

**About the Opportunity**

Plant records volunteers join us one day a week alongside the plant records manager and other volunteers to undertake a wide variety of tasks. These can range from documenting and mapping plants in the collection, adding plants/seeds to our database, maintaining the Herbarium and label-making. Such tasks will see you working all around the Garden and glasshouses, as well as in the Herbarium and Plant Records Office. Plant records is key to Botanical Collection management and our team has a target to map the collections and make this information available online for visitors. This role is a brilliant opportunity to gain living collections management experience and an understanding of the administration of plant collections. By helping the Horticultural Team, you will have opportunities to increase your plant knowledge, plant identification skills and practice maintaining up-to-date and accurate records.

**Role activities** Supporting the plant records manager and other volunteers in a wide variety of plant records tasks including:

- Auditing the collection. This involves documenting, photographing and mapping plants in the garden.
- Adding new plants and seed to our database, and maintaining up-to-date and accurate records for everything that we grow.
- Label-making and maintenance. You could be designing, proof-reading, printing and cleaning labels.
- Organising and monitoring the health of our collection of dried plant specimens in the Herbarium.
- Other administrative tasks, such as helping to organise the Plant Records Office.
- Helping to maintain tools and equipment.



*The green dots represent plants in the collection that have already been mapped – we would love your help to capture the rest!*

### **How much time is involved?**

This role is based at the Garden on Tuesdays. The hours are 9am to 12.30 pm. We encourage you to volunteer a day a week for 6 months to get the most out of the role. We are happy to discuss flexibility with you as we are trialling this role. There may be opportunities for you to get involved in other volunteer roles as well.

### **We're looking for someone who:**

- Has a thoughtful and careful approach to all tasks;
- Enjoys administration tasks and has a high attention to detail;
- Wants to understand plant names and naming if they don't already;
- Happy to work both independently and as part of a team;
- Willing to volunteer outdoors (in all weathers!), the office as well as in the glasshouses themselves.
- Experience with laser engraving or herbarium tasks is desirable, but by no means required.

### **Will I be reimbursed for expenses?**

Volunteers will be reimbursed for out-of-pocket travel expenses up to the value of £15.

### **What you get from Volunteering with Chelsea Physic Garden:**

- Training – this will include a welcome day training session and role-specific training
- Discounts in our on-site Café and in our shop
- A range of transferable skills

- Support from and opportunities to collaborate with experienced staff including the Gardening team
- A fortnightly newsletter letting you know what's going on in the Garden
- A series of events to say thank you
- Knowledge and understanding of how a charity and Learning team operates.

### **What else do you need to know?**

- It is necessary to wear safety boots when working in the Garden. Volunteers need to provide their own suitable clothing (including waterproofs) but gloves, secateurs and other tools will be provided. If you need support in this area please get in touch with us.
- You will need to provide proof of immunisation against tetanus before volunteering, this is due to the nature of our living collections.

### **How to apply and further details**

To apply please complete the application form that you can find here:

<https://bttr.im/l7y3s>

We welcome applicants from all sections of the community, as we want to reflect the diverse demographics of London residents. You don't need to have volunteered before or visited Chelsea Physic Garden or any heritage site/garden.

We will invite applicants into the Garden for a taster session and informal chat depending upon the needs of the horticultural team. We won't be able to offer informal discussions to everyone who applies but we will provide feedback on applications if it is requested.

Please contact Max Levy, volunteer manager via [mlevy@chelseaphysicgarden.co.uk](mailto:mlevy@chelseaphysicgarden.co.uk) if you have any questions about the role. If you have an access need you would like to let us know about at this stage, please get in touch and we'll be happy to answer any questions.