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| **Job Title:** | **Community Gardener** |
| **Spinal Point Range:** | **SCP 13-16 (£29,064 - £30,518)** |
| **Hours of Work:** | **37 hrs per week** |
| **Location:** | **Houghton Hall Park, Council Workshop, and Town Council Offices, where applicable.** |
| **Job Summary:** | **To maintain the restored formal and kitchen gardens at Houghton Hall Park to an exceptional standard,** **in accordance with the gardens manifesto.**  **Supervise and engage a growing base of volunteers, ensuring compliance with safe working practices across all volunteer activities in the gardens.**  **Develop links and create relationships with community groups, schools, and stakeholders to explore opportunities for engagement and project delivery in both the Houghton Hall Park gardens and the wider community.**  **•** |
| **Responsible to:** | **Grounds Manager** |
| **Responsible for:** | **Horticultural apprentice/s** |
| **Committee Responsibility** | **None** |

**Key Areas of Responsibility**

* To work within operational legal, statutory, policy, health & safety requirements
* To contribute to the budget preparation as relevant
* To contribute to project development as relevant
* To provide high-quality maintenance of the formal and kitchen gardens of Houghton Hall Park in accordance with the gardens manifesto, prepared by the Houghton Hall Park Manager
* To facilitate, support, encourage and develop the Park’s volunteer team

**Specific Duties & Responsibilities**

**Legal & Statutory Compliance**

# To work within the legal, statutory and other provisions governing or affecting the grounds services of the Council and the upkeep and management of public open spaces

**Corporate Management**

* As directed by the Grounds Manager or the Houghton Hall Park Manager to deliver the aspirations of the Council as relevant to the position

**Democratic Services**

* To contribute to the implementation of projects
* To provide information to staff on relevant matters as required

**Horticultural Responsibilities**

* To proactively deliver high-quality cultivation and maintenance of garden areas
* Contribute to the planning, design and delivery of ongoing exciting projects and further developments for the gardens in the coming years
* To act as a frontline, public-facing representative of the council and engage with a wide cross-section of the community in a friendly, approachable manner
* To carry out a wide range of grounds-related tasks within the relevant areas of the Park
* To keep good written and photographic records
* To facilitate, support, encourage and develop the Park’s volunteer team and ensure compliance with safe working practices across all volunteer activity in the gardens
* Develop links with community groups, schools, and stakeholders to encourage and facilitate opportunities for engagement in the gardens and the wider community
* To work with the Grounds Manager to maintain quality standard awards for the park, including, but not restricted to, Green Flag, Anglia in Bloom, and RHS It’s Your Neighbourhood

**Health & Safety Management, Administration & Compliance**

* To work within the Council's requirements for health and safety
* To personally follow the requirements of the Health & Safety at Work Policy of the Town Council
* To follow risk assessments for the Council’s activities and functions as relevant to the role
* To support the Grounds Manager in developing risk assessments for the Council’s activities and functions as relevant to the role
* To report health and safety concerns and building, machinery and equipment defects

**Staff management**

* To support the training and development of the Council Horticultural apprentice/s.
* To line manage the Council Horticultural apprentice/s, including but not restricted to: conducting 1 2 1 mtgs, return to work interviews, appraisals, providing holiday and sickness management, performance management in accordance with Council policy

**Communication & Marketing**

* To support and contribute to the development of social media content, and marketing material

**Administration**

* To meet & liaise with councillors, community groups, statutory agencies, outside organisations, contractors and public as applicable to the role
* To assist the Grounds Manager in the ordering of equipment, stock and supplies, ensuring quality and cost effectiveness as applicable to the role.

**Property Management**

* To work with the Grounds Manager to ensure properties are kept in a good state of repair and decoration

**Outside Services**

* To support the grounds team with:
* the maintenance and care of council machines and equipment
* contract delivery
* issues relating to the Council’s properties, open spaces and assets

**Other**

* To assist with providing staff cover within the scope of the role
* To maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information
* To support council events as required
* Some evening and weekend work may be required
* Such other duties within the range and scope of the job as may be required from time to time.

**Employment Provisions**

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| Terms and Conditions | NJC for Local Government Services |
| Benefits | The post is eligible to join the Superannuation Local Government Scheme |
| Annual leave | 23 days annual leave, plus 3 additional days after 5 years LG service  Public Bank Holidays,  2 additional statutory days |
| Working hours | 37 hours per week |
| Key holder | Yes – Office, Workshop, council buildings |
| Call out | No |
| First aider | Yes |
| Car allowance | Casual car user |

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| This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council’s aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. | |
| Name of Postholder: |  |
| Signature of Postholder: |  |
| Date: |  |
| Signature of Town Clerk: |  |
| Date: |  |