

Job Description: Senior gardener, Fulham Palace Trust

Responsible to: Head gardener, Fulham Palace

Employees directly supervised: Volunteers

Salary: £30,000 - £32,000 depending on experience

Background

Fulham Palace is a truly remarkable place. For centuries, this Grade I Listed building situated in extensive grounds by the River Thames was the country residence of the Bishops of London. The Palace is now managed by the Fulham Palace Trust, which is inspired by a vision to restore our nationally significant historic buildings and garden to their original beauty and to provide outstanding facilities for the local community and visitors from farther afield. Fulham Palace is moving into an exciting phase, upholding our existing environmentally friendly practices and looking to enhance and increase biodiversity and wildlife on site even further.

Job summary

The senior gardener will maintain the Fulham Palace gardens to a high standard and supervise and train a team of staff and volunteers in the care, maintenance and development of the horticultural features within the gardens. The post holder will lead on the development of our garden barrow business that sells the walled garden produce and home-grown plants.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by Fulham Palace Trust.

Core duties

Staff and volunteer team development

- Supervise a team of gardens staff including garden apprentices, trainees, interns and volunteers.
- Train garden staff and volunteers on horticultural tasks as agreed by the head gardener.
- Identify short and long term tasks and discuss with the head gardener.
- Help plan and lead corporate volunteer sessions covering seasonal tasks.
- Assist with inductions for all new staff, apprentices, trainees, interns and volunteers.
- Have regular contact with the head gardener and deputise as necessary.

Horticultural maintenance and development

- Carry out all horticultural tasks to a high standard.
- Keep areas of the grounds maintained and cared for.
- Work hands-on with the team, monitoring the rate of work and standards.
- Take responsibility for designated areas if necessary, to ensure high horticultural standards are reached and kept to.
- Keep plant records and assist in the updating of electronic plant records database/spreadsheets.
- Be aware of changes in horticultural practices.

Equipment and materials

- Ensure all tools and equipment are used correctly and cared for, efficiently and safely by the team in keeping with current health & safety practice.
- Assess equipment needs and make costed recommendations to the head gardener.
- Make new equipment and materials purchases and process the paperwork.
- Receive and sign off garden supply deliveries.
- Help organise and keep the storage rooms tidy.

Health and safety and scheduled monument procedures

- Carry out all duties in accordance with any relevant Health and Safety legislation including the Health and Safety at Work Act 1974, paying particular attention to the public's safety.
- Identify potential risks at work and write risk assessments and safer systems of work procedures for specific tasks and complete incident forms. Carry out health and safety awareness talks with the team before starting a new job when appropriate.
- Operate the machinery in a safe manner in accordance with the Fulham Palace Trust Health and Safety Policy, the Codes of Practice for safe handling and manufacturer guidelines.
- Undertake any garden tasks in accordance with the Scheduled Ancient Monument under the Ancient Monuments and Archaeological Area Act 1979, amended by the National Heritage Act 1983.
- Supervise and monitor contractors and ensure they are adhering to the procedures and method statements agreed.

Education and visitor care

- Supervise garden-based engagement sessions at the Palace in liaison with the learning team, for early years, schools, young people, adults and people with disabilities.
- Support and supervise work experience students, including youth offenders, undertaking work at the Palace.
- Enhance visitors' enjoyment of the Palace gardens through tours and workshops.
- Assist members of the public with queries, problems and incidents.

Income generation, events and Palace operations

- Supervise and organise the sales of plants, vegetables and fruit on the barrow, working closely with the volunteer barrow team.
- Support the wider team with events, including preparation, the running of and clearing up.
- Assist the wider team to ensure that contractor run events and projects are managed within the guidelines set by the Palace.

Environmental practices

- Contribute to the Palace's biodiversity and climate change policy and actions, including green practices in the garden, being efficient with resources and disposing of materials and equipment responsibly.

Other

- The post holder will actively follow FPT's policies including Equality and Diversity and Safeguarding.
- The post holder must also be accountable for their own development through the appraisal process seeking out opportunities to learn new skills.
- The post holder will be required to take on duty manager responsibilities on a rota with other staff across the organisation.

Dimensions of the role

The post-holder will be required to work on a 7 day, 37.5 hour rolling week, normally Sunday to Thursday 8.00 to 16.30 with 1 hour unpaid lunch break.

The role includes 25 days annual leave plus bank holidays increasing by 1 day per year for each completed year of service up to a maximum of 5 additional days.

Flexibility is required to ensure that we can comply with our lone working policy.

PERSON SPECIFICATION

POST: Senior gardener

KNOWLEDGE, SKILLS AND EXPERIENCE

Knowledge:

Essential

- Have a wide working knowledge of horticulture practices and techniques including:
 - Diverse plant knowledge
 - Knowledge of good plant husbandry and maintenance
 - Propagation
 - P&D control
 - Wide range of machinery
- How to organise and lead a horticultural team.

Desirable

- Maintenance of a wide range of horticultural machinery with certificates to demonstrate competency.
- Retail experience.
- Commitment to the Palace's biodiversity and climate change resilience policy.
- FEPA PA1 & PA6 or equivalent.
- Full driving licence.

Skills:

Essential

- Able to train staff and volunteers in correct horticultural procedures.
- Able to carry out tasks requiring high levels of manual dexterity, as well as physically demanding tasks, such as shovelling, digging, mulching lifting and carrying.
- Able to communicate with staff and volunteers at all levels.
- Able to plan, prioritise work and take responsibility for the task.
- Flexible – be willing to give support where necessary and be able to change plans at short notice to adapt to changing priorities.
- Approachable and positive.
- Problem solving approach.
- Have an understanding of Health & Safety issues and legislation in horticulture, especially risk assessments and COSHH.
- Commitment to FPT's policy of equal opportunities and the ability to work harmoniously with colleagues, suppliers and customers of all cultures and backgrounds.
- Commitment to FPT's safeguarding policy.
- Competent use of IT.
- Able to deliver tours and sessions to visitors of all ages.

Desirable

- Vegetable growing
- Cut flower growing and floristry

Experience:**Essential**

- Horticultural experience in a garden that is open to the public.
- Experience of leading horticultural teams of people of different ages and levels of expertise.
- Has worked within health and safety policy and procedures, caring for oneself, other team members and the public.
- Has worked with volunteers, or has worked as a volunteer.

Desirable

- Has worked within an historic garden or a scheduled monument.