

Fulham Palace House & Garden

Job description: Gardener – part time

Responsible to: Head gardener, Fulham Palace

Employees directly supervised: Volunteers

Hours: 22.5 hours per week, 8.00 to 16.30, with a one-hour unpaid lunch break. Days of work are Tuesday, Wednesday and Thursday (but specific days are open to discussion). The role will include some Saturdays and Sundays throughout the year, specifically weekend days for Fulham Palace events (four events a year). This is a permanent position.

Salary: £18,076 per annum (0.6 FTE of £30,127) London living wage

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. In view of the climate emergency, Fulham Palace is enhancing its environmentally friendly practices and looking to increase biodiversity and wildlife on site even further.

Job summary

The part-time gardener will be required to assist in the practical skilled care, maintenance and development of the horticultural features and garden at Fulham Palace. A major part of the role will be to work with volunteers and supervise group work.

This London based horticultural role will provide a unique opportunity to be part of a friendly, busy and dedicated gardens team including permanent staff, apprentices, trainees and garden volunteers.

Key responsibilities

Horticultural maintenance and development

- Garden maintenance to a high standard, including weeding, mulching, edging, raking, digging, staking and tying, pruning, deadheading and soil and bed preparation.
- Vegetable growing and cultivation within the walled garden.
- Seasonal propagation, nurturing young plants and growing them on for planting.
- Composting and mulching to support soil health and plant growth.
- Garden bed renovation and development, undertaking improvements and enhancements as required.
- Biodiversity and wildlife conservation, maintaining and enhancing meadows, woodland and grassland areas to support wildlife and promote biodiversity.
- Lawn care and maintenance, including regular mowing and upkeep to maintain a high standard of presentation.
- To work collaboratively with all departments to enhance and maintain the historic building and gardens. To carry out all work in accordance with the Scheduled Ancient Monument under the Ancient Monuments and Archaeological Area Act 1979, amended by the National Heritage Act 1983.

Volunteer supervision

- To work alongside and lead a team of volunteers to complete designated horticultural tasks.
- Champion good people practice, promoting wellbeing, inclusion, learning and development, recognising contribution and addressing issues promptly and constructively.

Health and safety

- Carry out all duties in accordance with any relevant Health and Safety legislation including the Health and Safety at Work Act 1974.
- Identify potential risks at work, considering staff, volunteer and public safety and complete risk assessments under guidance from the head gardener for specific tasks.
- Report any incidents using the appropriate incident report form and notify the senior gardeners as soon as reasonably possible.
- Take reasonable care for the health and safety of self, colleagues and of others who may be affected by their acts or omissions at work.
- 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.

Learning and engagement programme

- To work with the 'get into gardening' trainees, young people on short term, part-time contracts. Guide and supervise them when required.
- To help with preparing content for the website and social media platforms.

Public and visitor care

- Be welcoming and friendly and assist members of the public with general queries, problems and incidents.
- Take part in the site supervision of visitors including tours.

Events

- Assist with the preparation for, supervision of and cleaning up after events at the Palace (includes lifting, carrying and requires a good level of mobility).
- 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 green practices in the garden, being efficient with resources, understanding and using best practice organic growing techniques, disposing of materials and equipment responsibly.
- Work in accordance with the Palace's biodiversity and climate change policy and management plan.

Other

- The post holder will actively follow FPT's policies including Equality and Diversity/anti-racism and Safeguarding;
- Occasionally situations may arise that require the post-holder to perform other duties or tasks as may be reasonably requested by Fulham Palace Trust.

PERSON SPECIFICATION

POST: Part-time gardener

The part-time gardener is responsible for maintaining and enhancing the gardens to a high standard, undertaking a wide range of horticultural tasks in keeping with the character and needs of the site. The role includes supporting, supervising and guiding volunteers, ensuring tasks are carried out safely and effectively while fostering a positive and collaborative working environment. The postholder must be physically capable of undertaking demanding practical work, including digging, lifting, carrying, mulching and shovelling, alongside general garden maintenance and seasonal horticultural activities. This is a genuine occupational requirement of the role.

The postholder will be expected to embody the core competencies of the Palace in all they do. The core competencies are:

- Understanding Purpose and Impact
- Communicating and Working with Others
- Insight, decision making and problem solving
- Empathy, Inclusion and Respect
- Learning, Innovation and Improvement
- Planning and Delivering

KNOWLEDGE, SKILLS AND EXPERIENCE

KNOWLEDGE

Essential

- General horticultural knowledge to RHS level 2 or qualified by experience.
- Enthusiasm for historic gardens/landscapes.
- Basic computer skills.

Desirable

- Good knowledge of a wide range of plants and horticultural techniques.
- Knowledge of organic and sustainable horticultural practices.

SKILLS

Essential

- Proven ability to lead small teams, volunteers and group work activities.
- Broad practical horticultural skills
- Good communication skills, able to understand and follow written and verbal instructions.
- Friendly, approachable and professional manner with colleagues, volunteers and

visitors.

- Ability to plan and organise daily work activities with appropriate guidance.
- Ability to adapt to changing priorities and workloads.
- Ability to work outdoors in all weather conditions.
- Strong team-working skills.
- Commitment to equality, diversity, safeguarding and professional standards.
- Commitment to personal development and continuous learning.

Desirable

- Clear written communication skills for maintaining records, blogs and other written content.
- Ability to identify and resolve routine problems using sound judgement.
- Experience communicating horticultural information to visitors, trainees or educational groups.

EXPERIENCE

Essential

- Experience supervising or leading small teams, volunteers or groups.
- Experience working collaboratively within a team.
- Experience operating horticultural machinery, tools and equipment safely in accordance with health and safety procedures.

Desirable

- Experience working with volunteers.
- Experience supporting trainees, apprentices or educational groups.
- Experience working within a historic garden, public garden, visitor attraction or similar environment.