

**PERSON SPECIFICATION**

**POST: Head Gardner (SCL Grade 6)**

**The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and**

**ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application.**

|  |  |  |
| --- | --- | --- |
| **ESSENTIAL REQUIREMENTS** | | **Assessment Criteria** |
| **Qualifications** | | |
| 1. | Level 3 qualification in Horticulture (or working towards one). | AF/C |
| **Skills** | | |
|  | **Horticultural** |  |
| 1. | Excellent practical horticultural skills across a range of horticultural practice including pruning, planting, propagation and basic design of planting schemes. | AF/I |
| 2. | Good plant knowledge and strong understanding of plant health issues and their control using organic methods | AF |
| 3. | Ability to maintain accurate records and plant labelling | AF/I |
| 4. | Ability to undertake the physical tasks of the post and to work in all weather conditions. | AF/I |
|  |  |  |
|  | **Management** |  |
| 1. | Good team working skills as well as the ability to use initiative, work independently and manage own workload. | AF/I |
| 2. | Ability to identify areas for development; potential projects and potential partner organisations, and to establish good working relationships. | AF/I/P |
| 3. | Effective communication and presentation skills (written, verbal) including electric methods | AF/I |
|  |  |  |
|  | **People** |  |
| 1. | Ability to deal with members of the public in an engaging, polite and courteous manner | AF/I |
| 2. | Ability to motivate, engage and manage staff, volunteers & trainees | AF/I |
| 3. | Ability to creatively interpret the key themes connected to the site, and support their story telling, to the visiting public | AF/I/P |
| 4. | Ability to design and deliver people-focussed holiday and weekend activities in the gardens | AF/I |

|  |  |  |
| --- | --- | --- |
| **ESSENTIAL REQUIREMENTS** | | **Assessment Criteria** |
| **Experience & Knowledge** | | |
| 1. | Experience of managing gardens to a high standard including a diverse range of planting - herbaceous, topiary, vegetables, fruit, shrubs and trees. | AF/I |
| 2. | Minimum of 3 years working in a horticultural setting | A |
| 3. | Experience of managing engaging horticultural projects and partnerships with people of all ages and abilities including volunteers. | AF/I |
| 4. | Experience of working with budgets and developing income generation streams | AF/I |
| **Behaviours** | |  |
| a. | Professional | AF/I |
| b. | Respectful | AF/I |
| c. | Knowledgeable | AF/I |
| d. | Passionate | AF/I |
| e. | Solutions Driven | AF/I |
| **DESIRABLE REQUIREMENTS** | | **Assessment Criteria** |
| **Qualifications** | | |
| 1. | First Aid qualification | AF/C |
| 2. | Driving license | AF |
| **Experience & Knowledge** | | |
|  | **Horticultural** |  |
| 1. | Knowledge of organic methods | AF |
| 2. | Knowledge of seed saving practices | AF |
|  |  |  |
|  | **Management** |  |
| 1. | Knowledge of Health and Safety and experience of risk assessment processes | AF/I |
|  |  |  |
| 1. | Experience of using social media and developing publicity | AF/I |
| 2. | Experience of writing funding bids | AF |
| 3. | Experience of Working with children and families | AF/I |

**NOTE TO APPLICANTS:**

Please demonstrate in your application how you feel you meet the above requirements

**KEY:** I = Interview, C = Certificate, AF = Application Form, P = Presentation