Job Description



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| **Job Title:** | Head Gardener |
| **Grade:** | Grade 6 |
| **Responsible to:** | Heritage Development Manager |
| **Location:** | Ordsall Hall |
| **Responsible for:** | Garden Team Trainees, Volunteers, and Freelance staff |
| **Hours of Duty:** | 36 hours per week including evenings and weekends as the service requires. |

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| **Purpose and Objectives of Post:** |
| To manage and develop the grounds at Ordsall Hall.  To supervise trainees and volunteers on landscape based projects.  To devise and deliver opportunities, for people of all ages and abilities, to engage with the gardens  To manage garden-based staff and facilitators |

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| **Main Duties and Responsibilities:** | |
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| 1. | To manage/oversee all aspects of the maintenance, care and development of the grounds at Ordsall Hall |
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| 2. | To be responsible for training and supervising staff, trainees and volunteers (of all ages and abilities) in grounds maintenance, landscaping and horticulture. |
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| 3. | To assist in the recruitment and day to day management of volunteers and trainees who work in the garden |
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| 4. | To deliver the future Vision for Ordsall Hall, including gardens to be inspiring and engaging, visitor friendly, connected to the community and sustainable. |
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| 5. | To work as part of a wider team to deliver aspirations associated with making the Hall and gardens more playful and engaging to family audiences. |
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| 6. | To work in close liaison with other members of the Ordsall Hall Management Team, under the direction of the Heritage Development Manager, in order to increase access for local residents to Salford Heritage Services’ resources |
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| 7. | To work with other teams to devise and deliver individual training packages and learning plans to enable wider participation in horticultural activity at Ordsall Hall |
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| 8. | To support and deliver profile raising and income generating events and activities at Ordsall Hall. |
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| 9. | To work as part of the Ordsall Hall Management Team to deliver the business plan for Ordsall Hall |
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| 10. | To deliver Corporate Social Responsibility (CSR) packages for Ordsall Hall Gardens. |
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| 11. | As a member of the Ordsall Hall Management Team, to manage the outdoor visitor experience - ensuring it is engaging, safe, clean and welcoming |
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| 12. | To key into local, regional and national initiatives related to the post’s geographic, heritage and partnership audiences and participants |
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| 13. | As a member of the Ordsall Hall Management Team, to plan and develop collaborative work programmes recognising the diverse nature of the heritage industry, Local Authority, funding partners and local people |
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| 14. | To research, prepare and present reports as required by funders, the Heritage Development Manager and Director |
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| 15. | To manage any budget associated with the post |
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| **Corporate Responsibilities** | | |
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| 1. | To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration. | |
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| 2. | To ensure that customer care is the major priority for service provision. | |
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| 3. | To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure. | |
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| 4. | Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of Salford Community Leisure as being keen to assist wherever possible, and positively promote the work that SCL does across its various services | |
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| 5. | SCL expects all its employees to have a full commitment to the SCL’s Equal Opportunities Policy and acceptance of a personal responsibility for its practical application.  All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL. | |
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| 6. | | To ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner |
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| 7. | | To act at all times with due regard to Salford Community Leisure’s Health and Safety Policies and related Codes of Practice |

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| **Review Arrangements** |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time. |

**Date, Job, & Description Prepared/Revised: July 2018**

**Prepared by: Caroline Storr/Sarah Spence**

**Agreed by Post holder:**