



Apprentice Gardener

Closing Date: Wednesday 24th January 2024, midday

Expected Interview Date: w/c 12th February

Recruitment Reference:

HES/23/263

Starting Salary:

£22,954 per annum

Salary Range:

£22,954 - £23,831 per annum

Pay Band:

Apprentice

Directorate:

Operations

Location:

Stirling Castle

Line Manager:

Shaun Simpson, Works Manager

Contract Type:

Fixed term appointment for 4 years

Working Hours:

Full Time – 1932 hours per year (annualised hours)*

Thank you for your interest in the post of Apprentice Gardener with Historic Environment Scotland (HES), based at Stirling Castle, Castle Wynd, FK8 1EJ. This is a four-year fixed term and pensionable appointment.

You will be a key member of the Monument Conservation Unit, supporting HES in fulfilling its duties to increase the knowledge and understanding of the historic environment.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the



generations to come.

- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

Overview of the post and information about the team

The Stirling Castle Monument Conservation Unit (MCU) consists of two full time Gardeners who are responsible for the upkeep of the gardens and the grounds around the Castle as well as assisting at our other properties in care including the Argyll Lodgings, Kings Knott & Stirling Old Bridge. The Gardeners are managed by the Works Manager who also manages various other trades. You may be asked to work at other properties within the Central region from time to time. As part of your apprenticeship, you will be expected to spend time away from your normal place of work or on college placements and through relevant work placements across Scotland – please note that work placements may mean spending time away from home. Transport and/or costs will be covered by HES.

*Working Hours:

The normal weekly hours of work will vary according to the working season and may be subject to future changes. The working year will cover the calendar year 1 April to 31 March. These annualised hours are calculated based on a 37-hour working week averaged throughout the contract year and are paid as such.

The working year will consist of 2 working seasons; namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

Key responsibilities, duties and objectives

You will undergo a four-year apprenticeship and attend a local college where you will learn all aspects of horticulture and grounds maintenance within a historic landscape.

- Attend college and gain Horticulture SVQ at SCQF Level 5.
- Assist the Gardeners and learn about the maintenance of the gardens at Stirling Castle. This will include weeding, planting, mulching and the propagation of plants utilising off site polytunnel
- You will be expected to study the various plants that are grown and recognise them to have the ability to pass on the information to anyone who enquires.
- Assist in the maintenance of the fine lawns, undertaking mowing, scarifying, aerating, application of herbicides and fertilisers.
- Use and maintain tools, equipment and machinery such as petrol driven ride-on mowers, battery/ petrol pedestrian mowers, strimmers and hedge cutters.



Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Demonstrate a keen interest in horticulture
- A basic understanding of what a gardener's works activities are

Desirable requirements:

- Give an example of a situation which demonstrates that you can competently use hand tools.
- Give an example of any work experience you may have been involved in that can be applied to the post on offer.
- Full UK driving licence or access to independent means of travel

Qualifications & Professional Memberships:

2 x SCQF Level 4 or above in:-

- English and a Numeric subject or

Crafts/Design/Technical subjects (or similar) which shows skills in executing a practical task. (essential) **Alternatively**, substantial relevant experience in this type of work maybe acceptable to academic qualifications.





What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form or require this document in a different format, please email centralrecruitment@hes.scot, quoting the job title and recruitment reference, and we will assist you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Shaun Simpson, Works Manager via email at shaun.simpson@hes.scot

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan, we welcome applications from Gaelic speakers.

Thank you.

Human Resources
Historic Environment Scotland