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| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | Job Description | 2024 |

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| **Role:** Garden and Estate Manager | **Region / Department:** Highlands & Islands |
| **Reports to:** Operations Manager | Pay Band: G4 Upper, £35,579 - £39,358 pro-rata, per annum |
| **Location:** Brodie Castle and Estate | **Type of Contract:** Permanent/Full time |
| **COST CENTRE (e.g.: 3CUZ):** 3BRD | **ACTIVITY CODE (e.g.: VSZ):** GAZ |

**Brodie Castle Estate:**

Brodie Castle is set in a 75 acre “policies” estate of mature trees, avenues and mixed woodlands with a large man-made pond. Moreover, it is the official custodian of Ian Brodies national Daffodil collection, which is considered to be of great horticultural importance. It maintains strong links to the Brodie family, whose ancestral seat this was for its entire history. The estate is well visited by dog walkers and local people and is used as a park throughout daylight hours.

# JOB PURPOSE

This job exists in order to ensure that the garden and policies elements of Brodie Castle are managed and maintained as an internationally recognised garden and landscape of outstanding horticultural importance, contributing to the property’s overall conservation and development, and its enjoyment by visitors and supporters.

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The Key Purposes of the job will be met by:

1. Ensuring the conservation and practical maintenance of the garden and policies, whether through delegation to other staff/volunteers, or personal participation - in terms of:
   1. Practical horticulture (e.g. including managing trees safely and shrubs, herbaceous and bog plants, half-hardies, annuals and bulbs; turf care; pest/disease/weed control; composting and soil improvement; hard-landscaping and path care; plant propagation; plant sales management);
   2. Plantsmanship (e.g. the identification, knowledge and understanding of this high caliber plant collection, including recording [using Demeter database], and labelling of individual plants and recognized collections);
   3. Research and development (e.g. research into historical precedents and practical contemporary solutions to inform proposed activities and projects; support to the planning, design and implementation of restoration and/or development projects);
   4. Interpretation (e.g. through the development and delivery of events such as introductory talks, presentations, guided tours or practical demonstrations and workshops, garden trails, digital media and contribution to guide-books or leaflets). The Head Gardener will take an active role in promoting the garden and property.
2. Manage the property maintenance team to deliver the annual programme of planned preventative and reactive maintenance across the whole site including all buildings:
   1. Collaborate with other heads of departments and the regional buildings team to ensure a clear maintenance plan is created and delivered for the whole estate including and prioritizing all legal compliance matters. This process will be overseen by the Operations Manager.
   2. Manage the maintenance team to deliver the maintenance plan.
   3. Contractor management: Ensure the maintenance team are working with all departments to oversee all onsite contractors and that they are managed as per our policies including health and safety requirements.
3. Ensuring an appropriate management regime of the garden and policies that includes the management of:
   1. staff and volunteers (e.g. recruitment, induction, direction, development, performance management) such that they are fully equipped, organised and motivated to undertake their duties to the required Trust standards;
   2. budgets (e.g. helping set future budgets, phasing, monitoring, pro-active and re-active adjustments to current budgets, managing project finance) such that the gardens’ finances are in line with budget within the context of the wider property and project budgets;
   3. health, safety and the environment in line with stated Trust policies and approaches to ensure the health and welfare of all users;
   4. machinery and equipment (e.g. ensuring timely and appropriate repairs, purchases and servicing) and its use (e.g. training, risk assessments and HAVS logs);
   5. recognition of the Trust’s Environmental Policy with respect to sustainable gardening activities, including energy, water, peat & pesticide-use;
   6. daily, weekly, yearly and longer-term management and operational workplans and reporting in the context of the property’s statements of significance, action plans and heritage garden management plan (and contribution to preparing these plans) to ensure that activities are prioritised and planned to optimise the use of resources;
   7. customer service and care from garden staff/volunteers, and in the broader sense of facilities and “visiting experience”, to ensure that the properties’ reputation for excellence is maintained and enhanced;
   8. administration to enable gardening activities to be undertaken and recorded efficiently;
   9. When projects within this department are identified, take the lead on the project management.
4. Participating fully in the property’s wider “management team” including
   1. supporting the Operations manager strategically and practically with the operation of the properties, and assuming the role of “duty manager” as required
   2. taking an active role in promoting the gardens and properties through digital media, events, workshops, presentations, and talks.
   3. Managing turf areas, traffic flow and protecting the estate landscape features during major events including supervision of contractors
   4. Snow, ice, and storm management
   5. Out of hours and during open hours: Fire and security duties including weekend working on a rota basis or when the need arises

Your role is one for which the duties/responsibilities/accountabilities of the role require you to become a member of the Protection of Vulnerable Groups (PVG) scheme, which replaces the ‘Enhanced Disclosure’ check and is administered by Disclosure Scotland.

# REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

**Qualifications**

The above outlines the key skills the post-holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

Essential

* An HND level qualification or Botanic Garden Diploma in amenity horticulture or related subjects (equivalent to NVQ/SVQ level 5), supported by qualifications and experience demonstrating practical horticultural knowledge (eg & Guilds Level 2/SVQ Level 1&2). Or demonstrably significant and high quality directly relevant experience.
* Substantial relevant practical experience in general amenity – and heritage gardening;
* Demonstrable experience of managing a team of staff and/or volunteers;
* Good organisational and time-management skills – including the ability to prioritise work where necessary;
* Sound demonstrable plantsman ship, including propagation skills and experience;
* Sound knowledge of basic tool and machinery use and maintenance;
* Sound practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these processes;
* Demonstrable experience of being a budget-holder;
* Driving License, valid for driving within the UK and competence with use of trailers and ATVs.
* PA1 and PA6a spraying certificates;
* Skills in arboricultural techniques, as a minimum basic chain-saw certificates  CS30 & CS31 (or willingness to train and use); LANTRA professional tree inspection
* Tractor driving training and certification – including use of trailers (or willingness to train and use);
* Excellent interpersonal and communication skills; confident in interacting and dealing with a wide range of people; and able to represent the Trust;
* Competency and self-sufficiency in use of IT (email, internet, word-processing, spreadsheets, databases).
* Current First Aid certification (or willingness to train and use).

Desirable

* Experience of working in a garden open to the public;
* An appreciation of Scottish garden history in a general context;
* An appreciation for the work of The National Trust for Scotland;
* Ability to design, plan and execute design and planting projects;
* Experience of tree inspections and advanced CS units;

**DIMENSIONS AND SCOPE OF JOB**

Scale

People Management

* Is a Line Manager. At Brodie Estate currently; Estate Manager, First Gardener, Gardeners, seasonal Gardener(s) and volunteers.
* Will work closely with other property colleagues (the gardens and designed landscape manager and other “heads of department”, and will have some interaction with other technical/specialist advisory colleagues based in other locations and departments (e.g. Head of Gardens Policy)
* Will assume supervision of (and responsibility for) all other on-site staff/volunteers (all departments) when designated “Duty Manager” by the Operations Manager;
* Will have regular (daily) interaction with members of the public of all ages and abilities;
* Will have frequent interaction with suppliers and contractors.

Finance Management

* Is a budget-holder
* Will regularly use computerised finance system for the raising of Purchase Orders for the supply of goods and service; producing finance reports, monitoring and setting of revenue budgets and managing capital project work relating to garden activity.

Tools/equipment

* Will be a frequent user of driven vehicles such as tractors (including trailers and other attachments) and garden van;
* Will be a frequent user of powered tools such as winches, chainsaws, mowers, strimmers, hedge-cutters, etc.,
* Will be a frequent user of hand-tools such as spades, forks, trowels, rakes, hoes, shears, and secateurs;
* Will be a frequent user of IT equipment.

**Place in organisational structure:**

**The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.**

**Applications**

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Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 25th February 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"