



Almond Valley Heritage Trust
Landscape Assistant
Job Reference: MLA-01-2024

Thank you for enquiring about the post of Landscape Assistant with Almond Valley. This is a season full time or part time pensionable appointment. The successful candidate may be asked to work weekends and public holidays. Closing date for the post is Midnight Wednesday 14th February 2024. Interviews for the post will be taking place week commencing 26th February 2024.

POST DETAILS

Salary	National Living Wage (this is currently under review)
Location	Almond Valley Heritage Centre
Manager	Mark Mumford
Contract	Seasonal (25 th March to End September 2024)
Working Hours	40 hours week. Usual working a shift pattern of 5 out of 7 days. Work hours are usually between 8:00 to 16:00. May consider Part Time if the right candidate was to apply
Start Date	25 th March 2024

OVERVIEW OF THE POST

As a key support to the Facilities Manager and Senior Maintenance Assistant, the Maintenance Assistant will engage in a range of tasks connected with the maintenance and upkeep of the site. Allowing the smooth running of the visitor attraction.

INFORMATION ABOUT TEAM

You will form part of the Horticultural Team, lead by the Facilities Manager. The small dedicated growing and landscape team is made up of three, who work to ensure the landscaping and growing cycles are carried out for the site.

SCOPE OF DUTIES

Key Responsibilities, Duties and Objectives

- Undertaking day-to-day landscaping and amenities within the Almond Valley Site including but not limited to:
 - Mowing, strimming and maintenance of grassed spaces
 - Maintenance of trees, shrubs and green spaces
 - Weed-killing (knapsack) in public spaces and pastures
 - Other minor landscape tasks as required
- Assisting the Produce Grower with horticultural operations as and when needed; such as:

- Growing of fruit and vegetables
- The flower displays
- Both of which may be for the catering side of the business or resale within the onsite shop
- Planting and weeding of the various areas on site
- Litter removal when required
- Demonstrating self motivation, organising, planning and prioritising, along with good time management.
- Undertaking such other reasonable duties as may be required from time to time to ensure the smooth running of the site as required by the Facilities Manager

General

- To provide a visitor focused service at all times ensuring that all work is completed to the highest standards.
- Represent the Company at all times by being smart in appearance and presentable whilst behaving in an appropriate manner in line with our cultural values.
- Be accountable for their own development seeking out opportunities to learn new skills to continuously improve.
- Work in a responsible and safe manner at all times adhering to Health & Safety, safe working practices and Company Policies and Procedures.
- Such other reasonable duties as and when required by your Line Manager.
- The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

ABOUT YOU

	Essential	Desirable
Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience in working in a similar role • Experience of working unsupervised 	<ul style="list-style-type: none"> • A passion about gardening, with a willingness to learn • Experience of working with various grass cutting machinery • Experience of working with herbicides and COSHH regulations
Skills & Abilities	<ul style="list-style-type: none"> • Ability to prioritise tasks and duties • Be a team player • Willingness to take on jobs to balance the team workload 	<ul style="list-style-type: none"> • Support, encourage and motivate others
Personal Qualities	<ul style="list-style-type: none"> • Have a keen eye for detail • Maintain excellent time-keeping and attendance. • Be professional at all times. • Good interpersonal skills, able to work as part of a team, able to work independently 	<ul style="list-style-type: none"> • Hard working with the ability to cope with touch physical work

How to apply for this post

You can apply on-line by visiting our website at www.almondvalley.co.uk/about-us/jobs/. Please note that when applying online, we will only be able to see your application once you submit it.

Alternatively your completed application form can be sent by email to jobs@almondvalley.co.uk or by post to Human Resources, Almond Valley Heritage Centre, Millfield, Livingston, West Lothian, EH54 7AR to arrive by 14th February.

For further details on this post contact HR on telephone number 01506 414957 or by email jobs@almondvalley.co.uk

To assist in your application, please take time to read the guidance notes and the Why choose us section on our website