

<b>Role:</b> Seasonal Gardener	<b>Region / Department:</b> Edinburgh & East
<b>Reports to:</b> Head Gardener	<b>Pay Band:</b> Grade 2 Lower, £24,960 pro-rata, per annum
<b>Location:</b> Harmony & Priorwood Gardens, Melrose	<b>Type of Contract:</b> Part Time/Seasonal, 16 hours per week (to 31 October)
<b>Cost Centre:</b> 3PRI	<b>Activity code:</b> GAZ
<b>Note</b> <i>The post is subject to the standard terms and conditions provided with the application pack and the following special terms also apply: hours of work = 16 per week, over a 7-day period and at times to suit the needs of the job (this will include regular weekend duties on a rota basis).</i>	
<b>Application closing date:</b> 14 <sup>th</sup> July 2024	

### **KEY PURPOSE**

To assist with the ongoing maintenance and development of the gardens, grounds, and related policies in Melrose to ensure they are managed and maintained as nationally recognised gardens of outstanding historical and horticultural importance. Contributing to the properties' overall conservation and development, and its enjoyment by visitors and supporters.

The role of 'Seasonal Gardener' as a key member of the team, will be heavily involved in the ongoing maintenance and care of plants within the gardens during the growing season.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Undertaking practical maintenance of the garden e.g. litter picking; managing trees, shrubs, herbaceous plants, annual vegetables, annual flowers for drying, and bulbs; harvesting of fruit and vegetables, assisting with plant sales, irrigating potted plants, turf care; pest/disease/weed control; staking, plant nutrition, composting and soil improvement to the required standards expected by the Trust and for the maximum safety of, and enjoyment by visitors including other professionals in the horticultural industry.
- Contributing to the management, conservation, sustainability, and development of the garden through plant propagation, cultivation, and the maintenance of appropriate plant records and labelling.
- Engaging with visitors and assisting with education/interpretation activities such as introductory talks and guided walks.
- Fostering positive relationships with local communities and organisations to promote the work of the Trust.
- Working with volunteers, and on occasion supervising, to ensure they deliver required outputs at the appropriate standard, and gain benefit/satisfaction from their activities.
- Undertaking such other reasonable duties as may from time to time be required to ensure the smooth running of the property as required by the Operations Manager. This includes some weekend working.
- Ensuring compliance with the Trust's health, safety, and environment policies and procedures.

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

#### Essential

- A formal qualification at NVQ/SVQ Level 2 in amenity horticulture **OR** previous practical gardening/horticulture experience supported by references.

#### Desirable

- PA1 and PA6 spraying certificates.
- Current driving licence valid for driving in the UK.

### **Skills, Experience & Knowledge**

#### Essential

- Practical experience in general amenity gardening ideally in a garden open to the public.
- Demonstrable skills in plant husbandry, particularly trees, shrubs, herbaceous plants, turf care, kitchen gardening including harvesting.
- A 'can do' attitude with a willingness to learn and work collaboratively.
- Sound demonstrable plant knowledge and identification skills.
- Sound knowledge of basic tool and machinery use and maintenance.
- Good practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these processes.
- Excellent interpersonal and communication skills; confident in interacting and dealing with a wide range of people; and able to represent the Trust.
- Good organisational and time-management skills – including the ability to prioritise work where necessary and the ability to work using own initiative, in the absence of direct line management.
- Eye for detail and finish, quality standard and best practice.
- An understanding and commitment to the aims and objectives of the National Trust for Scotland.
- Living the values of the National Trust for Scotland and fostering these values with other colleagues.
  - The ability and willingness to understand others' perspectives and to consider the impact of your actions on them and to adapt your actions as necessary.
  - The ability and willingness to learn and try new things, to be flexible and step outside of your comfort zone.
  - An open and honest way of communicating, ready to ask others for their ideas and to be open to hear and consider different points of view.
  - A pro-active approach to taking initiative and to driving forward ideas and projects designed to improve daily operations and deliver an exceptional visitor experience.

#### Desirable

- Experience of working in a mixed team that includes volunteers.
- Competent IT skills sufficient for maintaining plant records, use of the internet/intranet, assisting volunteers, on-line learning etc.
- An appreciation of Scottish garden history in a general context.
- Current First Aid certification (or willingness to train and use).

The current duties of this job do not require a criminal records (Disclosure Scotland) check to be carried out.

## **DIMENSIONS AND SCOPE OF JOB**

### **People Management**

- Not a line manager but will, on occasion, supervise volunteers under instructions from Head Gardener.
- Will work closely with other property colleagues, and will have some interaction with other technical/specialist advisory colleagues based in other locations and departments (e.g. other NTS Gardeners in the region).
- Will have regular (daily) interaction with members of the public and guests of all ages and abilities.

## **Finance Management**

- Not a budget-holder.

## **Tools/equipment**

- Will be a frequent user of hand-tools such as spades, forks, trowels, rakes, hoes, shears, and secateurs.
- Will be a frequent user of powered tools such as mowers, shredders, trimmers, hedge-cutters.
- Will be a user of driven vehicles such as ride-on mowers (if applicant holds a valid UK driving licence).

**The Key Responsibilities, Scope of Job, and Required Skills, Experience & Knowledge 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

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](mailto:workforus@nts.org.uk), by Sunday 30th June 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"