

<b>Role:</b> Assistant Head Gardener	<b>Business Function:</b> Highlands and Islands
<b>Reports to:</b> Garden and Estate Manager, Brodie Castle	<b>Pay Band:</b> Grade 3 upper £28,530-£31,519 per annum
<b>Location:</b> Brodie Castle & Estate, Forres, Moray	<b>Type of Contract:</b> Full Time, Permanent.
<b>Terms and conditions</b> Hours of work = 40 per week on 5 days out of 7 and at additional times to suit the needs of the job (this will include weekend duties).	

### **KEY PURPOSE:**

To ensure that the garden and wider policies of Brodie Castle and Playful Garden are managed and maintained as a nationally-recognised estate and garden of historic importance; contributing to the property's overall conservation and development and its enjoyment by visitors and supporters. The Assistant Head Gardener will act as a deputy for the Garden and Estate Manager in their absence.

### **KEY RESPONSIBILITIES**

The Key Purposes of the job will be met by:

1. Supporting the Garden and Estate Manager to ensure the conservation and practical maintenance of the garden and wider policies – whether through delegation to other staff/volunteers, or personal participation - in terms of:
2. Care and development of the internationally significant Brodie Daffodil Collection.
3. Practical horticulture (e.g. managing trees and shrubs, herbaceous plants, half-hardies, annuals and bulbs; turf care; pest/disease/weed control; composting and soil improvement; hard-landscaping; path care, polytunnel care and plant propagation of vegetables, herbs, along with maintaining biosecurity).
4. Plantsmanship (e.g. the identification, knowledge and understanding of this high calibre plant collection, including recording and labelling using IrisBG database of individual plants and recognised collections).
5. Research and development (eg. research into historical precedents and practical contemporary solutions to inform proposed activities and projects; support to the design and implementation of restoration and/or development projects).

6. Interpretation (eg through the development and delivery of events such as introductory talks, weekly guided tours or practical demonstrations, contribution to guidebooks or leaflets).
7. Ensuring an appropriate management regime of the garden and policies that includes the management of:
  - Staff and volunteers (assisting with recruitment, induction, direction, development and performance management) such that they are fully equipped, organised and motivated to undertake their duties to the required Trust standards.
  - Health, safety and the environment in line with stated Trust policies and approaches to ensure the health and welfare of staff and volunteers.
  - Recognition of the Trust's policies with respect to sustainable gardening activities, including energy, water, peat and pesticide-use.
  - Input into daily, weekly, yearly and longer-term operational work plans and reporting in the context of the properties' statements of significance and action plans (and contribution to these action plans) to ensure that activities are prioritised and planned to optimise the use of resources.
  - 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.
  - Administration to enable gardening activities to be undertaken and recorded efficiently.
8. Participating fully in the property's wider "management team", deputising for the Garden and Estate Manager as required.
9. Supporting the Garden and Estate Manager, Operations Manager & Visitor Services Manager strategically and practically with the operation of the property, this will include being a Duty Manager on a rotational basis. Will be a key holder.
10. Participating in weekend duties on a rota basis for which Time Off In Lieu is applicable.

## **SCOPE OF JOB**

### Context

Brodie Castle, Garden & Estate comprises: Grade A-listed 16<sup>th</sup> century tower-house with 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> century additions, the Playful Garden, a significant collection of paintings and furniture, and a 75 acre estate of designated historic designed landscape which holds policy woodland, a large pond and the famous Brodie Daffodil Collection. It maintains strong links to the Brodie family, whose ancestral seat this was for its entire history. The buildings and grounds are open to the public all year round and are supported by multiple catering facilities within the Castle and Playful Pavilion, two gift shops, the Stables conference centre and holiday accommodation which includes the prestigious "Laird's Apartment". Brodie also hosts weddings, private hire functions and year-round events.

### People Management

- Is a Line Manager and will be responsible for day-to-day supervision of gardening staff and volunteers. May also be required to supervise students / apprentices.
- The team at Brodie Castle and Estate consists of Garden and Estate Manager, Assistant Head Gardener, Gardeners, Estate workers and Maintenance team. The post holder will be responsible for direct supervision of the Gardeners, Estate workers, Volunteers and any seasonal gardeners that may be appointed.
- 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 not a budget holder.

### Tools/equipment

- Will be a frequent user of driven vehicles such as tractors and ride-on mowers.
- Will be a frequent user of powered tools such as winches, chainsaws, stump-grinder, mowers, strimmers, hedge-cutters, leaf blowers 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.

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

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/HNC level qualification in amenity horticulture or related subjects (equivalent to NVQ/SVQ level 3), supported by qualifications and experience demonstrating practical horticultural knowledge (eg City & Guilds Level 2/SVQ Level 1&2).
- PA1 and PA6a spraying certificates (or willingness to train and use).
- Sound demonstrable propagation skills and experience in growing vegetables, herbs, annual and herbaceous plants.
- Eye for detail and finish, quality standard and best practice.
- Driving Licence, valid for driving within the UK.
- Considerable relevant practical experience in general amenity and heritage gardening.
- 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 managing staff and/or volunteers.
- 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.
- Competency and self-sufficiency in use of IT (email, internet, word-processing, spreadsheets, databases).
- Tractor Driving training and certification (or willingness to train and use)

### Desirable

- Experience of working in a garden open to the public.
- Skills in arboriculture techniques - as a minimum basic chain-saw certificates CS30 and CS31 (or willingness to train and use).
- An appreciation of Scottish garden history in a general context.
- Ability to plan, design and execute small-scale replanting projects.
- Experience of tree inspections and/or basic CS units.
- Current First Aid certification (or willingness to train and use)

**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**

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 12th January 2025.

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"