

<b>Role:</b> Seasonal Gardener	<b>Region / Department:</b> North East
<b>Reports to:</b> Head Gardener	<b>Pay Grade:</b> Grade 2 Lower, £12.60 Per Hour
<b>Location:</b> Leith Hall Garden and Estate	<b>Type of Contract:</b> Fixed Term from May 2025 to November 2025
	<b>Core Hours:</b> 30 Hours per week to be worked on days and times to be agreed with the line manager

## Leith Hall

This role is based at Leith Hall Garden and Estate. Leith Hall is an A-listed, 17th Century quadrangular house and was gifted to the National Trust for Scotland in 1945.

The 6 acre garden comprises a B-listed walled garden and is divided into East and West sections containing an impressive and recently reconstructed Arts and Crafts rock garden, a 100m long herbaceous border, serpentine catmint border, shrubberies, lawns, vegetable and fruit gardens, glasshouses and plant sales table, and specimen trees and shrubs. The garden also features the iconic moon gate, one of a few rare examples in Scotland, and the adjacent semi-circular stables block.

The wider policies include parkland trees (including the famous Dule Tree), avenues and drives, meadows and two lakes.

## JOB PURPOSE

Under the direction of the Head Gardener, to ensure that the garden and estate are managed and maintained to a high standard in line with the aims and objectives of the National Trust for Scotland.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assisting with general horticultural duties to the required standards expected by the Trust and for the maximum safety of, and enjoyment by, visitors. Activities may include:
  - a. Hand-weeding of beds and borders
  - b. Weeding, watering and feeding vegetable beds and harvesting produce
  - c. Planting out (under direction of staff)
  - d. Grass-cutting, strimming, hedge-cutting and raking/collection
  - e. Cutting of lawn edges
  - f. Application of mulches
2. Assisting with general property maintenance duties for the maximum safety of, and enjoyment by, visitors. Activities may include:
  - a. Refuse disposal
  - b. Raking gravel paths
3. Assisting as required with the general enjoyment of the gardens and estate by:
  - a. Responding to general visitor enquiries
  - b. Assisting at events held within the garden or on the estate
4. Assisting with interpretation activities such as answering basic horticultural enquiries from visitors and providing clear and accurate plant labeling.

5. Working with the full time staff to foster positive relationships with local communities, visitors and promoting the work of the Trust, and actively seeking opportunities to increase Trust membership.
6. Working with volunteers to ensure they deliver required outputs at the appropriate standard and gain benefits from their volunteering
7. Ensuring compliance with the Trust's health, safety and environment policies and procedures to ensure the safety of staff, volunteers and visitors. This includes recognition of the Trust's environmental policy with respect to sustainable gardening policies.

This role does not require you to undertake a criminal records check.

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

### **Qualifications**

- ♦ No formal educational qualifications required – but previous gardening experience is highly desirable
- ♦ Driving License, valid for driving within the UK

### **Experience**

#### Essential

- ♦ Should be experienced with a wide range of hand tools and basic machinery / equipment (e.g. lawn mowers, strimmer) or willing to be trained
- ♦ Excellent interpersonal and communication skills, confident in interacting and dealing with a wide range of people, and able to represent the Trust
- ♦ Some practical knowledge of Health and Safety processes and the ability to work effectively within these processes
- ♦ Capable of working effectively within a team environment, but equally able to work unsupervised
- ♦ Good organisational and time management skills – including the ability to prioritise work where necessary
- ♦ Must have a genuine understanding of, and belief in, the work of the National Trust for Scotland

#### Desirable

- ♦ A genuine love for gardening and garden maintenance is highly desirable
- ♦ Experience of working in a garden open to the public
- ♦ Competent IT skills sufficient for use of the internet and for completing intranet training modules
- ♦ Ride-on mower experience

## **DIMENSIONS AND SCOPE OF JOB**

### People Management

- ♦ Will work closely with the Head Gardener and Gardener and other property staff
- ♦ Will regularly work with a team of garden volunteers
- ♦ Will have daily interaction with members of the public of all ages and abilities

### Finance Management

- ♦ Not a budget-holder but will be expected to take responsibility for effective management of Trust resources in the allocated areas (e.g. compost, materials etc)

### Tools / equipment / systems

- ♦ Will be a frequent user of powered tools such as mowers, strimmers, hedge-cutters
- ♦ Will be a frequent user of hand tools such as spades, forks, trowels, rakes, hoes, shears and secateurs

The Key Responsibilities, Scope of Job, and Required Qualifications, 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.

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Other information

It is a requirement of this post that there is considerable outdoor physical activity in all weathers.

**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 13<sup>th</sup> April 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 – Leith Hall."

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