###### Groundwork London Job Description

# Job Title: Team Leader: Horticulture

**Responsible to:** Green Team Programme Manager

**Responsible for:** Green Team Supervisors, Project Officer and Trainees

Location: Groundwork London office and project sites across London

Job Background:

The delivery of Green Team training programmes is a vital part of Groundwork London’s Employment Skills & Training programme. The Green Skills Team Leader fulfils an important role in helping manage our Green Skills Teams and ensuring that our grounds maintenance and landscaping contracts are delivered on time, to budget and to our clients’ expectations. As part of this role you work with the team so our trainees are offered the best opportunity to develop their skills and experience, leading to horticulture roles within the Green and Open Spaces sector.

Main Objectives:

* Line management of Green Team Supervisors, ensuring staffing, resource allocation and management of staff/trainee skills are effectively and efficiently deployed.
* Ensure all grounds maintenance and landscaping contracts are delivered on time, to budget and exceed clients’ expectations and output for the funding.
* Ensure best practice and compliance using Groundwork London’s H&S systems and organisational policies and procedures.

Key Tasks & Responsibilities:

* Allocate staff resources to ensure the successful delivery of Green Team training programmes in delivering landscape maintenance and green space physical improvement contracts.
* Provide line management support for the Green Team Supervisors, including continuous performance management and development through regular 1:1s and appraisal, agreeing to training opportunities, the establishment of personal development plans, and site-based observations of the delivery of accredited training.
* Participate and oversee the quality and progress of work across all sites and projects. Ensuring they are all delivered on time, to budget aiming to exceed client expectations.
* Ensure total compliance with Health and Safety, including completion of all RAMS (Risk Assessment Method Statement) for all activities; ensuring they are fully documented, read, understood, signed and adhered to by all staff and trainees.
* Provide support to the Programme Manager to regularly review safe working practices and ensure they are up to date.
* Work closely with the employment team to ensure all available training spaces on the Green Teams are filled and supported during their placement to achieve the learning outcomes.
* Support the Team Supervisors to select, manage, train and develop our Green Team trainees.
* Work with the programme manager and project support officer to ensure that;
  + Maintain an accurate and comprehensive understanding of all Green Team output and financial target requirements, ensuring these are monitored and remedial action taken as required.
  + Oversee the budgets and financial performance of work delivered by Green Teams, including cost control, invoicing and the provision of timely information relating to Green Team trainees for payroll.
* **Where practicable, cover for team supervisors/work on site with the teams, to support projects to be delivered on time and specification.**
* Where needed, support the Programme Manager to manage sub-contractors on site, ensuring their competence and the quality of their delivery is to the highest standard.
* Maintain strong working relationships with our clients and support the Programme Manager to meet any contracted reporting requirements of funders and stakeholders.
* Plan project resources, coordinating the control and logistics of materials and equipment.
* Green Team Project Support Officer so purchasing complies with Groundwork’s procurement and sustainability procedures.
* Support the Programme Manager in the preparation of quotes and tenders.

Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Programme Manager.
* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities, Health and Safety and Environmental Management System and commitment to our carbon footprint reduction initiatives.

Personal & Professional Development

* Participate in the Groundwork London Performance Management processes, and agree short, medium and long term goals with line manager, and staff team.
* Identify learning and development needs and approve these with the programme manager.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

Jan 2025

1246/GSTL

**Person Specification –Team Leader: Horticulture**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

| **Criteria** | | **Essential or Desirable** | **Application form** | **Interview** | **Task or**  **Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | A relevant horticulture and/or landscaping / management qualification such as a BTEC, NVQ or RHS at Level 3 (minimum requirement). | **E** | **ü** |  |  | **ü** |
| 2 | Substantial experience supervising the completion of hard & soft landscape projects. | **E** | **ü** | **ü** |  |  |
| 3 | Ability to provide support, advice, direction and motivation for staff based in different geographical locations across London. | **E** | **ü** | **ü** | **ü** |  |
| 4 | Experience of client liaison and care, providing solutions to fix any problems or issues as raised by them. | **E** |  |  |  |  |
| 5 | Ability to drive quality standards upwards for both landscape construction and grounds maintenance schemes delivered by Groundwork London trainees, including providing constructive feedback to staff if these standards are not met. | **E** | **ü** | **ü** | **ü** |  |
| 6 | Ability to adhere to project briefs, specifications and budgets and communicating tasks and outcomes to the team. | **E** | **ü** | **ü** |  |  |
| 7 | Ability to understand and interpret construction drawings. | **E** | **ü** | **ü** | **ü** |  |
| 8 | An understanding of, and ability to implement Groundwork London’s commitment to Health & Safety in the workplace and adhere to reporting processes and any follow up actions. | **E** | **ü** | **ü** |  |  |
| 9 | Familiar with the use MS office, or a similar system, to produce a good standard of communications e.g. Emails, work plans, reports and data related to the project delivery and staff management. Ability and willingness to learn and implement the accurate update of project and financial management systems. | **E** | **ü** |  |  |  |
| 10 | Ability to build and maintain productive working relationships with colleagues across the Trust in the co-delivery of projects and input ideas into future funding opportunities. | **E** | **ü** | **ü** | **ü** |  |
| 11 | An understanding of the barriers facing unemployed clients in their journey to paid employment. | **D** | **ü** | **ü** |  |  |
| 12 | A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties. | **E** | **ü** | **ü** |  |  |
| 13 | Commitment to Groundwork London’s diversity, equality and inclusion in practice in the workplace and across communities. | **E** | **ü** | **ü** |  |  |
| 14 | Full UK driving licence held over 3 years with the ability to be reasonably insured on our policy. | **E** | **ü** |  |  | **ü** |

**Appointment to this post is subject to an enhanced DBS Check as our programme delivers some work in schools.**