

Groundwork London Job Description



Job Title:	Gardener – Chiswick Gardens
Responsible to:	Grounds maintenance Team Leader – Chiswick Gardens
Responsible for:	Supporting the Team Leader to oversee trainees.
Location:	Chiswick House and Gardens

Job Background:

Groundwork London delivers the grounds maintenance contract for Chiswick House & Gardens Trust in the management, maintenance, operation and enhancement of Chiswick House Gardens, in an innovative, inclusive approach to working with the local community. This role will work to the Team Leader, delivering tasks assigned to the team and supporting the Team Leader to oversee the trainees assigned to the contract. The role sits within Groundwork London's Green Team, and as such plays an important role in our mission to deliver excellent horticultural and landscaping services alongside offering the best opportunity for unemployed Londoners to develop their skills and experience to enter long term roles within the green space sector.

Main Objectives:

- Under the supervision of the Team Leader, delivery of high quality grounds maintenance programme within Chiswick House & Garden Trust's (CHGT) vision:
 - Conserving the our historic, built, horticultural and natural heritage for visitors;
 - Sustaining and improving biodiversity;
 - Supporting the local community's health and well-being.
- Ensuring that tasks assign by the Team Leader are delivered on time and to specification.
- Support, development and on-the-job training for all trainees and volunteers working on the team.
- In the absence of the Team Leader, providing Day to day reporting to, and liaison with, the team at CHGT.

Key Tasks & Responsibilities:

- Deliver of all scheduled, responsive and ad hoc tasks assigned by the Team Leader. Ensuring they are completed according to best practice.
- To lead by example, motivating and guiding the trainees.
- Ensure total compliance with Health and Safety, including completion of all RAMS for all activities; ensuring they are fully documented; ensure they are read, understood, signed and adhered to by all staff and trainees; supporting the Programme Manager to regularly review safe working practices.
- To support the Team Leader to maintain strong and cooperative working relationship with CHGT's team.
- To support the Team Leader in oversight of and support for any people on work experience placements in the team.
- To support the Team Leader on any corporate volunteering days that are delivered by Groundwork on in the gardens.
- To operate company and hire vehicles, machinery and equipment with care and that daily checks and routine servicing are carried and properly recorded.
- To ensure the security of all Groundwork equipment and CHGT's sites and premises to which the team have access.

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.

Personal & Professional Development

- Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and with direct line staff.
- Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
- 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.

Person Specification – Gardener

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 (Level 2 essential, Level 3+ desirable)	E	✓			✓
2	Proven experience as a gardener and the ability to demonstrate a strong track record of success.	E	✓	✓		
3	Experience and competence in using machinery (including tractors & mowers), spraying equipment, and handheld machine garden tools.	E	✓	✓		✓
4	Hold PA1 & PA6 spraying certificates (desirable).	D	✓			✓
5	Ability to provide support and guidance to trainees.	E	✓	✓	✓	
7	Ability to work to planned schedules, prioritising tasks, and providing solutions to fix issues.	E	✓	✓	✓	
9	Ability to follow relevant Health & Safety process and procedures	E	✓	✓		
10	Ability to use MS office (Word, Excel) Internet and Email.	E	✓			
11	Ability to build and maintain productive working relationships with colleagues and partners.	E	✓	✓	✓	
12	Excellent interpersonal, written and oral communication skills	E	✓		✓	
13	An understanding of the barriers facing unemployed clients in their journey to paid employment	D	✓	✓		
14	A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties	E	✓	✓		
15	Commitment to Groundwork London's diversity, equality and inclusion in practice in the workplace and across communities	E	✓	✓		
16	Full UK driving licence with the ability to be reasonably insured on our policy.	E	✓			✓

Appointment to this post is subject to a DBS Check