



Historic and Botanic
Garden Bursary Scheme

JOB DESCRIPTION & PERSON SPECIFICATION

Title: Trainee Gardener – 2 year contract
Historic & Botanic Garden Training Programme (HBGTP)

Department: Host garden

Location: To be confirmed

Team: Dependent on location

Pay band: According to local agreement, with a salary of no less than the National Minimum Wage

Status: Fixed Term (2 years)

Reports to: Head Gardener and the HBGTP

The Challenge

The HBGTP are offering a unique opportunity to gain practical experience within an historic garden. The HBGTP trainee will receive on-site training and mentoring and will attend six weeks of study blocks each year.

Each trainee completes a Work-based Training Plan. The trainee is expected to maintain a technical diary, complete 3-4 research projects per year, and take part in regular plant identification tests.

On completion of the placement the trainee leaves with a portfolio of practical experience and having completed the Royal Horticultural Society (RHS) Level 3 Diploma in Horticulture.

Overall purpose of the post

To undertake a range of practical skills and activities that will increase the skills and practical ability of the trainee.

To undertake the RHS Level 3 Diploma in Horticulture examinations.

To assist in the provision of efficient, high quality, skilled maintenance of the garden and grounds at a selected property, as directed by the Head Gardener, and linked to a Training Plan of work objectives.

To maximise the training resource offered by the HBGTP and the host garden.

Main responsibilities and duties at the host garden

Through direct hands-on experience, to efficiently learn and assist in the practice of skilled garden maintenance as directed in the following areas:

- Compliance with procedures to manage risk to the trainee, the team, volunteers, visitors and contractors
- Seasonal maintenance of flower, shrub, kitchen gardens, woodland gardens and parks, with specialised historic and botanic plant collections, including trees, hedges, shrubs, roses, wall trained fruit trees, climbers, herbaceous plants and annuals
- Planting
- Propagation, plant production and maintenance under glass
- General maintenance of all glasshouses, frames and polytunnels
- Fruit, vegetable and cut flower cultivation
- Formative, seasonal and restorative pruning of deciduous and evergreen trees, shrubs, climbers and hedges
- Use and maintenance of garden machinery including mowers, strimmers, tractor and trailers
- Turf maintenance
- Weed control, pest and disease control, and the appropriate, timely and safe use of pesticides, as directed
- Optimum use of composting systems
- Maintenance of paths, gates and other hard landscaping

Other:

1. To develop a working knowledge and broad familiarity with the majority of plants within the garden
2. To develop an understanding of the garden's history and plant collections, and to understand the garden's role in garden conservation
3. To understand and encourage, where possible and appropriate, the diversity of wildlife within the garden to ensure optimum care, in line with the directives of the management plan
4. To treat members of the public with courtesy and to encourage their interest in the garden
5. To assist in the accurate recording and labelling of the plant collection
6. To work effectively within the garden team of the host garden and other property teams as necessary
7. To complete a daily technical journal, research projects and weekly plant identification tests in accordance with the HBGTP requirements stated in the trainee's contract (see www.hbgtp.org.uk Documents for Trainees)

PERSON SPECIFICATION

HBGTP Trainee (2 year placement)

ESSENTIAL	DESIRABLE
TRAINING, EXPERIENCE AND QUALIFICATIONS	
<p>Achieved either RHS Level 2 Diploma in Horticulture or RHS Level 2 Certificate in the Principles of Horticulture; Level 3 at BTEC or C&G; or a degree in a related subject such as Horticulture, Ecology, Environmental Studies or Biology.</p> <p>Significant experience of horticulture, gardening or in a related area.</p>	<p>At least 1 year's employment in professional horticulture, gardening or a related area.</p> <p>Prior experience of work at supervisory or management level.</p> <p>Current driving license.</p>
KNOWLEDGE AND SKILLS	
<p>Knowledge of cultivation of a broad range of trees, shrubs, bulbs, glasshouse, annual and herbaceous plants.</p> <p>Capable of undertaking all aspects of horticultural work and the physical challenges of the post.</p> <p>Willingness to develop a full range of horticultural craft skills and operate machinery to high standards.</p> <p>Good IT literacy for word-processing, email communications and use of VLE, or a willingness to develop those skills to support their learning on the scheme.</p>	<p>Appreciation and understanding of the importance of the historic environment and knowledge of British garden history.</p> <p>Awareness of Health & Safety legislation.</p> <p>Advanced IT skills for: document production, presentations, communications, blogging and social networking.</p>
INTERPERSONAL SKILLS	
<p>Demonstrates ability and willingness to undertake employment, learning and training with appropriate support.</p> <p>Has career aims for a supervisory/management role in heritage or botanic horticulture in the UK.</p> <p>Fully committed to the successful completion of the 2 year placement.</p> <p>Demonstrates high level of written and verbal communication skills.</p> <p>Ability to communicate easily and efficiently with staff and the general public.</p> <p>Ability to work efficiently, alone and in a team within the horticultural discipline, with a considerable degree of independence.</p> <p>A desire and the ability to realise the learning opportunities offered by the scheme.</p>	<p>Previous experience of self-reliance, independent travel and living away from home.</p>

Proven track record of attendance and punctuality in professional working environments.	
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PARTICULAR CIRCUMSTANCES TO CONSIDER

It is essential that the candidate is:

- at least 18 years old at the start of the programme. If 24 or over at the start of the programme, the candidate must be able to apply for a government student loan or self-fund tuition fees.
- able to travel and live away from home for the annual 6 week study blocks (expenses will be covered).

This is a description of the post as it is presently constituted and it may be examined at any time by management to ensure that it properly relates to the requirements of the job and to incorporate changes as necessary. Individual gardens' management teams reserve the right to change a job description, after consultation with the HBGTP, the aim being to agree reasonable changes consistent with the employee's pay band and status.

