

Job Description: Head Gardener

Responsible to: Project Development Manager

Responsible for: Gardeners, Trainees and Volunteers (day to day gardening duties)

Job purpose: Working with a small team to maintain a safe, productive garden, and facilitate horticultural training and work experience for adults with learning and physical disabilities

Job summary

1. Day to day operational management

- Oversee propagation and nurture of plants and growing fruit/vegetables, dealing with pests and diseases, harvesting produce etc
- Manage the soil inputs – organic fertilisers etc and other garden activities for Soil Association certification purposes
- Select and purchase necessary tools, raw materials and equipment
- Assist with office administration where relevant to your role
- Joint responsibility for keeping petty cash, receipts, and financial records
- Organise, support and supervise garden team

2. Trainees, Volunteers and Work Based Placements

- Inspire and motivate trainees and volunteers to develop a positive connection with being active in the garden
- Help support trainees, to develop confidence, self-esteem and ownership of their work
- Support and supervise young people on work based placements
 - Share skills and knowledge related to organic horticultural production e.g. sowing seeds, setting out plants, planting out, lawn mowing, soil preparation, pruning
 - Take responsibility for trainees, volunteers and work based placements being able to use tools and materials safely, in line with health and safety best practice
 - Enable trainees to plan their activities in the garden on a day to day basis, and help organise tasks for trainees
 - Work creatively and imaginatively to devise and coordinate regular themed workshops and encourage trainees to engage in garden activities
 - Prepare yearly reviews with trainees and carers and agree on individual workplans

3. Operational planning

- Attend joint staff/trustees meetings

- Plan and manage yearly crop rotation and nursery planting
- Liaise with Project Manager to develop opportunities and events at Hope

4. Communication and organisational duties

- Support the HOPE ethos of valuing all individuals and supporting people to reach their potential
- Support fundraising and income generation activities

5. Governance and compliance

- Responsible for health and safety issues, including current Risk Assessment
- Ensure that trainees, volunteers, colleagues and all visitors to the garden are properly supervised with regard to health and safety

Person specification

- Experience of working with vulnerable people
- Good knowledge of organic horticulture
- Commitment to person-centred values
- Good interpersonal skills and ability to work well as part of a team
- Flexible approach to working, willing to adapt to project needs eg Saturday working or supporting social activities where appropriate
- Ability to work in a patient, flexible and non-judgmental manner
- Self-reflective, self-aware and able to accept feedback
- Willingness to undertake additional training as appropriate