

## JOB INFORMATION PACK

### JOB DESCRIPTION

<b>Job title</b>	Trainee Gardener (Full time, paid college day release during term time)
<b>Reports to</b>	Head Gardener (Line Manager), Deputy Head Gardener
<b>Location</b>	City of London, EC4Y
<b>Overall purpose of role</b>	
<p>To work as an integral member of the small team in order to deliver the highest horticultural standards across all garden areas.</p> <p>To gain an RHS Level 3 qualification, alongside other required training such as Tractor and implements.</p> <p>To develop into a highly skilled ornamental gardener with high observation and problem-solving skills, evaluating methods, resources and environmental conditions.</p> <p>To form a network of industry connections to aid with their future horticultural career.</p>	
<b>Responsibilities</b>	
<i>Horticulture</i>	
<p>Undertake all horticultural tasks either self-led or under direction at a commercial pace. These include:</p> <ul style="list-style-type: none"><li>• Weekly 'Monday Tidy' where the team prepares the Garden for the week ahead by raking paths, edging lawns, litter collection, changing pots etc.</li><li>• Lawn and meadow maintenance including mowing using ride on and pedestrian mowers; strimming; lawn fertilising; scarifying with pedestrian scarifier; aerating using vertidrain attachment to compact tractor.</li><li>• Seasonal irrigation including hand watering, setting up sprinklers, contributing to any border and lawn observations to inform the automated irrigation programmes.</li><li>• Seasonal leaf collecting using petrol backpack and electric blowers.</li><li>• Other seasonal tasks such as weeding; mulching; planting (bulbs, annuals, herbaceous, trees and shrubs); hedge clipping; assisting with application of fertilisers, nursery works; helping create pot displays.</li><li>• Maintenance of mixed herbaceous plantings to include deadheading, staking, tying-in, division, feeding.</li><li>• To use garden machinery such as tractor and implements; ride-on and pedestrian mowers; backpack blowers; and general tools in a competent and safe manner to carry out the above tasks.</li><li>• With experience, to instruct the Garden volunteers, sharing horticultural skills and knowledge.</li><li>• To use proactive observation and problem-solving skills to react to changing conditions and resolve occurring issues such as plant health (Pest and Disease, Irrigation).</li><li>• To continuously evaluate both methods and results to continuously improve techniques and the various user's enjoyment of the Garden.</li></ul>	

- The role includes occasional weekend work for garden open days.

#### *Learning*

- To attend classes, study for and pass the exams for RHS Level 3 qualification.
- To study for plant identification tests.
- To fill in a garden log/diary of all tasks for year one of traineeship.
- To organise a week long paid placement in the Garden or participate in a study tour to see plants in the wild. Opportunity for one per year.
- Opportunities to attend other horticultural lectures.

#### *Environment and Sustainability*

- To help deliver and develop the Garden's Biodiversity and Sustainability Policy, working to ensure the Garden is an exemplar in this field.
- To help monitor and manage the Garden's resources including water, fertilisers, tools and machinery, minimising waste and any environmental impact of the Garden.

#### *Administration and Communication*

- To share the beauty of the Garden and the work of the Garden team by regularly posting on social media (Instagram posts and stories). Potential to write short garden articles for the Inner Temple's publications.
- To help maintain up-to-date records for the Garden which include bed records and those that relate to the Health and Safety policy (high winds, COSHH). In addition to assisting with a variety of admin duties including emails.
- Contribute to weekly planning meetings with Garden team.
- To represent the Inn in all interactions with residents, members, and the public in a friendly and professional manner. This includes working with the Inn's sister teams and promoting the Inn's work on Equality Diversity and Inclusion.
- To carry out any other duties as directed by Head Gardener or Senior Inn staff commensurate with the salary and status of this position.

#### *Health and Safety*

- To ensure a safe, secure, and compliant working environment for themselves and others (volunteers, trainee, residents, members, public) fulfilling health and safety obligations, including taking part in training, appropriate use of machinery, its maintenance and PPE.
- Follow and contribute to a culture of Health and Safety, ensuring safety of themselves and others at all times. This includes maintaining tools and machinery
- To help manage and update the Garden Department's health and safety documentation such as COSHH and Risk Assessments.

#### *Inner Temple competency framework*

- To be committed to and work towards meeting the Inner Temple competency framework

#### **Key Relationships & Stakeholders**

- The role reports to the Head Gardener (Line Manager) and the Deputy Head Gardener
- Close working relationships with all members of the Garden Team
- The role will require working closely with the Inner Temple Garden volunteers and working to instruct and lead others.
- Good working relationships with all other departments of the Inner Temple

- Representing the Garden on the London Garden Network (LGN) committee

### Personal Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Experience and knowledge</b>		
Education  5 GCSEs (or equivalent) including passing English, Science and Mathematics  Level 2 horticultural qualification (RHS or equivalent), with the ability and desire to study to RHS Level 3.  Basic IT Skills - use of email and word.	Essential   Desirable	Application
Horticultural background  Fundamental horticultural skills, e.g. use of basic hand tools  Minimum of six months practical experience in horticulture,  Basic plant identification skills	Essential	Application and Interview
Physical Requirements-  Tasks are manual. They can be strenuous, repetitive, requiring a certain level of strength and stamina e.g. leaf blowing, mulching, planting.  Ability to work in all weather conditions	Essential	Application and Interview
Competencies  Promotes Health and Safety and follows guidelines.  Communicates in a clear, friendly, and respectful manner. Listens carefully and asks questions to understand.	Essential	Application/Interview

<p>Open and receptive to feedback from others and encourages this feedback to learn and grow.</p> <p>Treats others (colleagues, 'customers', public) with dignity and respect.</p> <p>Excellent time keeping and punctuality.</p> <p>Ability to work efficiently under directions, as part of a team, with or without supervision.</p> <p>Self-driven with ability to manage workloads.</p> <p>Committed to the team's purpose and goals.</p> <p>Good representative of the Inner Temple, supporting its equality, diversity and inclusion policy.</p>		
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## TRAINEE GARDENER

### KEY EMPLOYMENT INFORMATION

Salary:	£28.860 per annum
Annual Leave:	25 days plus bank holidays plus discretionary Christmas Closure
Working hours:	1 <sup>st</sup> April till 30 <sup>th</sup> September 7.45am-4.30pm; from 1 <sup>st</sup> October till 31 <sup>st</sup> March 7.45am-4pm with a morning tea break and an hour lunch break.
Possible additional hours:	May be required to do overtime during the high season as well as being part of occasional weekend duties for Open Days (receive paid overtime or time in lieu)
Employee benefits:	Inn's pension scheme (15% contribution of the gross basic salary), Private health scheme, lunch provided/taxable lunch allowance paid when Inn's kitchens are closed, Employee Assistance Programme, wellbeing activities, season ticket loan after completing probation

3 months' probation and 1 month notice period

### INFORMATION ABOUT TRAINEESHIP

- Two-year traineeship. One-year contract initially, to be extended for an additional year on successful completion of first year.
- Inn will cover registration, tuition fee and any exam fees for the approved RHS Level 3 horticultural course
- Paid day release for college during term-time
- Opportunity to spend a paid week per year on a placement at another garden or plant study tour. This needs to be self-organised though support will be provided to help with bursary applications for funding if required.
- Trainee is required to study and work on course related studies such as Plant Identifications and Diary outside the normal working hours.