



## Gardener

**Contract: 37.5 hours per week, permanent contract**

### About the role

We are looking for a well-organised and flexible person to join our garden team. We are a registered charity caring for the historic Grade I-listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

We are able to offer a unique opportunity within the garden team to assist in all aspects of managing an organic kitchen garden, ornamental garden, lawns, woodland and orchards, alongside the Head Gardeners. You will contribute and build upon a range of skills from growing fruit, vegetables, herbs and flowers, crop planning to sowing, cultivation, transplanting, weeding, harvesting, mowing, strimming, pruning, clearing, garden maintenance and irrigation. The Gardener will regularly facilitate retreatants who will be working in the gardens on a daily basis carrying out a variety of tasks as part of their mindfulness retreat, as well as a once weekly volunteer group. We also host Garden Trainees on 12-month placements who receive theoretical training from the Apricot Centre and practical training from our garden team.

This is a varied role, within a small team, in an organisation which has seen significant growth in recent years and is committed in the pursuit of its charitable objectives. There can be no better environment to work in than the one offered at Sharpham.

### About you

This is a role for someone who is well organised with excellent communication skills, patience and empathy and the ability to work on their own initiative, as part of a small team. Previous experience as below is expected, but some training will also be provided. You will ideally bring with you a strong focus on sustainable food growing as well as flexibility, openness and a sense of humour. We are looking for someone who is enthusiastic, practical, willing to learn and contribute to a hard-working team. An interest in the Trust's charitable work and mindfulness would also be an advantage. Staff are able to access the Trust's programme of mindfulness courses and retreats.

For this role you will need to be able to travel to Sharpham House which is not served by public transport.

### Apply

To apply, please complete our application form attached and return to [admin@sharphamtrust.org](mailto:admin@sharphamtrust.org)

Closing Date: Monday 9<sup>th</sup> October – 9am

Interviews: w/c 16<sup>th</sup> October

### Further Information

Please see our website for further information.

### Informal Enquiries

Before submitting an application, you may wish to discuss the post further by contacting our Head Gardeners on: [gardener@sharphamtrust.org](mailto:gardener@sharphamtrust.org)

## Gardener - JOB DESCRIPTION

<b>Job Title</b>	<b>Gardener</b>
<b>Salary</b>	Salary £23,205 + pension + holiday
<b>Working Hours</b>	37.5 hours per week Mon-Fri
<b>Report to</b>	Head Gardener
<b>Supervision of</b>	Volunteers, Retreatants, Garden Trainees
<p><b>Main Purpose of the Role</b> To assist the Head Gardeners in maintaining Sharpham House ornamental gardens and growing fruit and vegetables in the Walled Garden, as well as supporting retreatants, volunteers and trainees in horticultural tasks.</p>	
<p><b>Key Objectives and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Growing food in the kitchen garden organically <ul style="list-style-type: none"> <li>● Grow a range of fruit and vegetables throughout the year without the use of pesticides or artificial fertilisers</li> <li>● Harvesting of produce ordered by the house cooks</li> <li>● Recording what and how much is produced</li> <li>● Contribute towards the production of planting plans for the kitchen garden</li> </ul> </li> <li>2. Help to maintain the walled, formal and woodland gardens <ul style="list-style-type: none"> <li>● Mowing lawns and strimming of wilder area, using garden machinery</li> <li>● General care of trees, shrubs, and herbaceous borders and our tea garden</li> <li>● Maintaining paths and steps around the house and in the gardens</li> </ul> </li> <li>3. Oversee and support volunteers, trainees and retreatants <ul style="list-style-type: none"> <li>● Liaise with the Head Gardeners on daily tasks</li> <li>● Supervise groups of volunteers, retreatants and trainees</li> <li>● Ensure suitable PPE and equipment is provided and safely used</li> </ul> </li> <li>4. Health and Safety <ul style="list-style-type: none"> <li>● Follow risk assessments and abide by the Trust's Health and Safety procedures and policy</li> <li>● Ensure retreatants, volunteers and trainees are properly briefed and supervised</li> <li>● Reporting of any Health and Safety risks or incidents</li> </ul> </li> <li>5. Other <ul style="list-style-type: none"> <li>● Pursue suitable training opportunities</li> <li>● Communicate well with Trust staff and volunteers</li> <li>● Help with Trust Open Days</li> <li>● Work flexibly and support other areas within the Trust as required</li> </ul> </li> </ol>	

<b>Person Specification</b>		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> <li>● Level 2 qualification in Horticulture or equivalent</li> <li>● Vocational qualification at Level 2/GCSEs A-C</li> </ul>	<ul style="list-style-type: none"> <li>● Strimmer use certification</li> <li>● Ride on mower training</li> <li>● Health &amp; Safety</li> <li>● Using a push lawn mower</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>● At least 1+ year of employment experience in horticulture</li> <li>● Growing of fruit/vegetables organically</li> <li>● Commitment to developing a career in horticulture</li> </ul>	<ul style="list-style-type: none"> <li>● Overseeing volunteers</li> <li>● Mindfulness meditation</li> <li>● Ornamental and tree work</li> </ul>
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> <li>● Health &amp; Safety procedures and risk assessments</li> <li>● Efficient organisational skills</li> <li>● Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>● Awareness of the needs of vulnerable people</li> <li>● Plant identification</li> <li>● Pests and diseases</li> <li>● Propagation</li> <li>● Risk Assessments</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>● Able to use own initiative, prioritise and multitask</li> <li>● A friendly, helpful and professional manner</li> <li>● Ability to work under own initiative and as part of a small team</li> <li>● Confident in facilitating groups in horticulture</li> <li>● Flexible approach to work and hours of working</li> <li>● Good physical stamina and willing to work in all weathers</li> </ul>	<ul style="list-style-type: none"> <li>● Driving licence</li> </ul>
<b>Hours/Shift Pattern:</b>		
<p>37.5 hours per week Monday to Friday  Work pattern is 8.00-4.00pm i.e. 7.5 hours per day with ½ an hour unpaid lunch break.  There will be the occasional need to work evenings or weekends.  The Trust operates a Time Off in Lieu system.  All staff members are expected to assist and contribute to the Trust's annual open days. This will be on a TOIL basis unless otherwise agreed.  You will be entitled to 33 days annual leave during your employment.</p>		

**AGREEMENT:**

Job Holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OBLIGATIONS:**

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff are required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.

Where relevant to your role, your employment is conditional upon the provision of a satisfactory Disclosure and Barring certificate of a level appropriate to your post.