



## Co-Head Gardener

**Contract: 30 hours per week**

### **About the role**

We have a unique opportunity for a Co-Head Gardener at The Sharpham Trust and are looking for a well-organised and flexible person to join the team. We are a registered charity caring for the historic Grade 1 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.

This role is vital to the effective and smooth running of the gardens within the organisation. You will be responsible for the planning and management of the gardens at Sharpham House, ensuring they are well cared for. Our garden team maintain a walled kitchen garden, ornamental borders, lawns, woodland and orchards using organic methods. You will also oversee our horticultural trainees who are here on 12-month placements, a weekly volunteering session as well as retreatants from our Coach House retreat centre in horticultural activities in this hands-on role.

### **About you**

This is a role for someone who is well organised with excellent communication skills and the ability to work on his or her own initiative, as part of a small team. You will bring excellent management experience in horticulture, including growing fruit and vegetables in a relevant production setting, as well as ornamental gardening. You will have excellent people skills with experience of managing staff, trainees, volunteers and be comfortable leading groups in a horticultural setting. You will have a strong interest in sustainable food growing and be passionate about developing the gardens. We are looking for someone who is enthusiastic, practical and willing to lead a hard-working team, as well as being able to manage multiple priorities and achieve high standards. Problem solving skills, flexibility and a sense of humour will be vital.

An interest in the Trust's charitable work and a mindfulness practice 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 a driving licence.

### **Apply**

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

Closing Date: 9am 30<sup>th</sup> September 2024

Interviews: 7<sup>th</sup> / 8<sup>th</sup> October 2024

### **Further Information**

Please see our website for further information.

## Head Gardener - JOB DESCRIPTION

<b>Job Title</b>	<b>Head Gardener (Job share)</b>
<b>Salary</b>	£28,060 (£22,448 pro rata) + pension + holiday
<b>Working Hours</b>	30 hrs (4 days) per week
<b>Report to</b>	Trust Director
<b>Supervision of</b>	Staff, trainees, volunteers
<p><b>Main Purpose of the Role</b></p> <ul style="list-style-type: none"> <li>● To manage the operation and development of the ornamental and the production gardens on the estate.</li> <li>● Managing volunteers, trainees and staff who work in the gardens</li> <li>● Facilitate retreatants who spend time volunteering in the gardens</li> </ul>	
<p><b>Key Objectives and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. <u>To efficiently carry out the planning and implementation of the programme of work for the ornamental gardens at Sharpham House</u> <ul style="list-style-type: none"> <li>● Regular Lawn cutting and maintenance</li> <li>● Care of Herbaceous Borders and flower beds</li> <li>● Maintenance of Woodland garden</li> <li>● Maintain paths and steps around house and in gardens</li> <li>● Arranging maintenance of equipment including garden tools and machinery</li> </ul> </li> <li>2. <u>To plan and manage the growing of food in our kitchen gardens</u> <ul style="list-style-type: none"> <li>● Hands on growing of fruit and vegetables</li> <li>● Produce an annual growing plan in consultation with Managers and Cooks</li> <li>● Grow a range of fruit and vegetables without the use of pesticides or chemicals</li> <li>● Increase the volume of food grown on the estate</li> <li>● Manage the orchards, including harvesting and pruning</li> </ul> </li> <li>3. <u>Manage and support staff, trainees and volunteers</u> <ul style="list-style-type: none"> <li>● Oversee a programme of work for garden staff at the Main House</li> <li>● Plan and oversee volunteering activities in the gardens including for Retreatants staying in the Coach House and the Thursday garden volunteer day</li> <li>● Line manage garden trainees</li> <li>● Develop training opportunities for staff and volunteers</li> </ul> </li> <li>4. <u>Work to a budget</u> <ul style="list-style-type: none"> <li>● Financial record keeping</li> <li>● Record what and how much is produced</li> <li>● Monitor costs</li> </ul> </li> <li>5. <u>Communications with Trust staff</u> <ul style="list-style-type: none"> <li>● Agree plans and programme with co-Head Gardener and line manager the Trust Director</li> </ul> </li> </ol>	

- Liaise with volunteer coordinator over volunteering programme
  - Liaise with Managers when planning garden maintenance which may impact any retreat group staying
  - Liaise with Managers and Cooks over crop planning annually
  - Liaise with Trust Administrator on Health and Safety
6. Manage health and safety
- Produce risk assessments for gardens, activities, tools and machinery
  - Oversee safe working practices for staff, trainees and volunteers
  - Ensure equipment is properly maintained and serviced
7. Development Planning
- Work with Trust Director, Trustees and other staff on developing potential growing projects across the estate
8. Other
- Be one of the trained staff first aiders
  - Help with Trust events such as public open days
  - Work flexibly and support other areas within the Trust as required

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Level 2 qualification in horticulture</li> <li>● Driving licence</li> </ul>	<ul style="list-style-type: none"> <li>● Level 3 in horticulture</li> <li>● Relevant qualifications in production horticulture</li> <li>● Strimming</li> <li>● Ride on mower</li> <li>● Permaculture</li> <li>● Health and Safety</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Managing a large garden</li> <li>● Experience of production horticulture</li> <li>● Managing staff and volunteers</li> <li>● Use of small machinery e.g. ride on mower, strimmer</li> <li>● Leading groups in horticultural activities</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of ornamental gardens</li> <li>● Horticultural training</li> <li>● Mindfulness meditation</li> <li>● Attended a retreat centre</li> <li>● Working in the charitable / not-for-profit sector</li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>● Excellent working knowledge of growing fruit and vegetables organically</li> <li>● Excellent communication and interpersonal skills in dealing confidently with a diverse range of people</li> <li>● A good standard of written English and numerical skills</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>● No-dig approach, composting, green manures, polytunnels, organic methods, crop rotation, market gardening, pests &amp; diseases, propagation, mulches, agro-forestry</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to prioritise and work under own supervision.</li> </ul>	<ul style="list-style-type: none"> <li>● Lawn maintenance, herbaceous perennials, woodland management</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>● Flexible approach to work and hours of working</li> <li>● Ability to remain discrete and retain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>● Driving licence</li> </ul>
<b>Hours/Shift Pattern:</b>		
<p>30 hours per week.  Suggested work pattern is 4 days a week between Monday-Friday with ½ an hour unpaid lunch break each day.  There will be the occasional need to work evenings or weekends and the Trust operates a Time Off in Lieu system.  198 hours holiday per annum, including bank holidays.  Pension Scheme – the Trust contributes 7% towards a staff pension scheme for eligible employees.  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.</p>		
<b>AGREEMENT:</b>		
<p>Job Holder’s signature: _____</p> <p>Date: _____</p> <p>Director’s signature: _____</p> <p>Date: _____</p>		
<b>OBLIGATIONS:</b>		
<p>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.</p> <p>Under the Health &amp; 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</p>		

& 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.