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###### Groundwork London Job Description

# Job Title: Head Gardener

**Responsible to:** Green Skills Team Leader

**Responsible for:** Gardener, Trainee Gardeners, and volunteers

Location: Chiswick House and Gardens

Job Background:

Groundwork London has been awarded the grounds maintenance contract to work in partnership with Chiswick House & Gardens Trust in the management, maintenance, operation and enhancement of Chiswick House Gardens, in an innovative, inclusive approach to working with the local community. This role will lead the onsite team in the delivery all tasks assigned to the team. The role sits within Groundwork London’s Green Team, and as such plays an important role in our mission to deliver excellent horticultural and landscaping services alongside offering the best opportunity for unemployed Londoners to develop their skills and experience to enter long term roles within the green space sector.

Main Objectives:

* Delivery of high quality grounds maintenance programme within Chiswick House & Garden Trust’s (CHGT) vision:
	+ Conserving the our historic, built, horticultural and natural heritage for visitors;
	+ Sustaining and improving biodiversity;
	+ Supporting the local community’s health and well-being.
* Line management of Gardener and trainees, ensuring all tasks are delivered on time and to specification.
* Support, development and on-the-job training for all trainees and volunteers working on the team.
* Day to day reporting to, and liaison with, the team at CHGT.

Key Tasks & Responsibilities:

* Oversee the delivery of all scheduled, responsive and ad hoc tasks within the contract with CHGT. Ensuring they are completed according to best practice.
* To lead by example, motivating and guiding the team and maintaining workforce discipline.
* Provide line management of the team delivering the service, ensuring continuous performance management and development through performance appraisals, regular 1:1s, access to training opportunities, the establishment of personal development plans, and site-based observations of the delivery of accredited training.
* Ensure total compliance with Health and Safety, including completion of all RAMS for all activities; ensuring they are fully documented; ensure they are read, understood, signed and adhered to by all staff and trainees; supporting the Programme Manager to regularly review safe working practices.
* Maintain strong and cooperative working relationship with CHGT’s team. Working with them to adapt work schedules and plans to meet the needs of CHGT.
* To ensure our team assist CHGT in community engagement and interaction with all visitors, including gardens’ users, local residents, community partners, schools, visitors and volunteers (including their Trustees).
* To ensure that we collect and provide all performance information required by CHGT, and support the Green Team Programme Manager in annual reporting.
* To operating and ensure others operate company and hire vehicles, machinery and equipment with care and that daily checks and routine servicing are carried and properly recorded. To ensure planned maintenance is undertaken and any defects and repairs are reported to Green Team Programme Manager for rectification.
* To ensure the team secure all Groundwork equipment and CHGT’s sites and premises to which the team have access.
* To work closely with Groundwork’s employment team to select, manage, train and develop all trainees assigned to the contract.
* To oversee any volunteers assigned to support the service, providing guidance and training to enhance their development. To support the teams delivering corporate volunteering events.

Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Programme Manager.
* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities, Health and Safety and Environmental Management System.

Personal & Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and with direct line staff.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

**April 2025**

 **Person Specification – Head Gardener**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

| **Criteria** | **Essential or Desirable** | **Application form** | **Interview** | **Task or****Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- |
| 1 | A relevant horticulture and/or landscaping / management qualification such as a BTEC, NVQ or RHS at Level 3 (minimum requirement) | **E** | **✓** |  |  | **✓** |
| 2 | Proven experience as a gardener and the ability to demonstrate a strong track record of success. | **E** | **✓** | **✓** |  |  |
| 3 | Experience and competence in using machinery (including tractors & mowers), spraying equipment, and handheld machine garden tools. | **E** | **✓** | **✓** |  | **✓** |
| 4 | Hold PA1 & PA6 spraying certificates (desirable). | **D** | **✓** |  |  | **✓** |
| 5 | Hold ROSPA Play Inspector II certification | **D** | **✓** |  |  | **✓** |
| 6 | Ability to provide manage, motivate and support a team  | **E** | **✓** | **✓** | **✓** |  |
| 7 | Ability to plan and manage working schedule for the team, prioritising tasks, and providing solutions to fix issues as raised by stakeholders and clients | **E** | **✓** | **✓** | **✓** |  |
| 8 | Ability to undertake and supervise horticultural maintenance tasks, adhering to project briefs, specifications and budgets | **E** | **✓** | **✓** |  |  |
| 9 | An understanding of, and ability to implement relevant Health & Safety legislation | **E** | **✓** | **✓** |  |  |
| 10 | Ability to use MS office (Word, Excel) Internet and Email. | **E** | **✓** |  |  |  |
| 11 | Ability to build and maintain productive working relationships with colleagues and partners. | **E** | **✓** | **✓** | **✓** |  |
| 12 | Excellent interpersonal, written and oral communication skills | **E** | **✓** |  | **✓** |  |
| 13 | An understanding of the barriers facing unemployed clients in their journey to paid employment | **D** | **✓** | **✓** |  |  |
| 14 | A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties  | **E** | **✓** | **✓** |  |  |
| 15 | Commitment to Groundwork London’s diversity, equality and inclusion in practice in the workplace and across communities | **E** | **✓** | **✓** |  |  |
| 16 | Full UK driving licence held over 3 years with the ability to be reasonably insured on our policy.  | **E** | **✓** |  |  | **✓** |

**Appointment to this post is subject to an enhanced DBS Check as our programme delivers some work in schools.**