

Job Description and Person Specification

Job title:	Head Gardener
Salary:	£27,500
Working hours:	37.5 hrs per week
Contract type:	Permanent
Reporting to:	Chief Executive Officer
Closing Date:	Sunday 25 th February 2024, at 11:59pm
Interviews:	Monday 4 th March 2024

About us

Norton Priory Museum and Gardens is a leading visitor attraction in the Liverpool City Region. Situated in Runcorn, Cheshire, the site extends to 42 acres and is recognised as Europe's most excavated monastic site. Spanning 900 years of history, Norton Priory is a key cultural venue, hosting a range of events and from, from April 2023, became one of Arts Council England's National Portfolio Organisations.

The site is operated by The Norton Priory Museum Trust Limited, an independent charitable trust, which was founded in 1975. Key features of the site include the medieval remains of the priory, the Georgian Walled Garden, the visitor centre, which includes the medieval Undercroft and two exhibition galleries, and the woodland which includes summerhouses, play areas and a stream glade.

The Trust is currently in the early stages of development for proposals to enhance the Walled Garden's offer. These proposals will provide an opportunity for the Head Gardener to help shape and develop the future offer at Norton Priory over the next few years.

We pride ourselves on providing a high-quality visitor experience and a warm welcome to all our visitors, which means customer care is central to all we do. The Trust's mission statement outlines the key elements of the work of the Trust and of the organisation's priorities: *To conserve, champion and celebrate the heritage, landscapes and collections of Norton Priory for present and future generations.*

There is more information about Norton Priory on the website at www.nortonpriory.org.

Your job

As Head Gardener you will be an integral part of Norton Priory's outdoor team, helping to care for the site's gardens and grounds which extend to 42 acres, and managing a team of dedicated garden volunteers. Your work will vary with the seasons, with the Georgian Walled Garden being a special focus for your role.

Your role will include managing, developing and maintaining Norton Priory's gardens and grounds, ensuring the highest standards of service and use of best resources for the Trust. You will work closely with Norton Priory's Ranger, who provides woodland management expertise.

Specialist equipment is provided in conjunction with this role, much of which is battery powered, to promote environmental sustainability and to reduce noise and vibration levels during usage. Training will be provided in using equipment and PPE items are provided to ensure safe working practices at all times.

This role is based at Norton Priory Museum and Gardens, but you may be required to support the team with work off site, such as setting up displays or exhibitions at regional

shows. Part of Norton Priory's grounds are designated as a Scheduled Monument, in recognition of the national importance of this archaeological site.

During term time, most of your work will be on weekdays, although you may be required to work on weekends in line with business need. In school holidays, the work is more likely to be spread across the week. Working hours will include evenings and Bank Holidays.

The Trust is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's Office. It is your responsibility to ensure your work on behalf of the Trust is compliant with these regulations.

Key functions of this job

Your work will include:

- Maintaining the highest standards of horticulture and presentation of the grounds and gardens to enhance the visitor experience.
- Advise the Trust's CEO and the Management Team on aspects relating to the gardens and grounds.
- Advise the CEO and the management Team on all relevant health and safety issues to ensure the safety of staff, volunteers and visitors.
- Ensure the safe operation, adherence to legal requirements and maintenance of the Trust's vehicles and grounds equipment.
- Ensure the safe and legal storage of materials relating to COSHH.
- Ensure all staff and volunteers are adequately trained in the safe use of the grounds vehicles and equipment and have the appropriate PPE and clothing.
- Provide day-to-day line management and supervision to the Gardens and Groundskeeper, conducting performance reviews and providing training as required.
- Work with the Ranger to keep up-to-date woodland management inspection records and ensure the safe removal of dangerous trees.
- Be an active member of the management team and contribute to the strategic planning for the Trust with a special focus on the gardens and grounds.
- Identify needs, order and control plant, equipment, tools and materials to ensure proper performance of horticultural management within the agreed budget.
- Seek best value when procuring services and supplies for the gardens and grounds.
- To monitor, maintain and ensure that the Walled Garden and its buildings meet the standards of appropriate legislation and are safe and secure. This includes upkeep of associated records.
- Work with the Ranger to care for the woodlands and orchards.
- Liaise with outside organisations to draw on additional expertise and resources for Trust projects to help deliver agreed objectives.
- Work with the Volunteer and Digital Coordinator to recruit and support volunteers working in the gardens and grounds.
- Work with the Gardener and Groundskeeper to ensure the maintenance, security, cleaning and safe use of all tools, equipment and buildings used in gardening operations.
- Undertake regular site checks as part of safety procedures and respond to any identified issues as a matter of urgency.

There are also a range of other aspects of the site which all team members are involved in. These include:

- Ensure the safety of all visitors, participants, staff and volunteers at all times in accordance with operational procedures and the Trust's codes of conduct, including the safeguarding of young people and vulnerable adults.
- Provide a warm welcome to all visitors and participants at all times and respond positively to any approaches for information or assistance from visitors.
- Supporting team members with opening and closing the building at the start and end of the day.
- Providing cover for the front desk as required, for example at lunchtimes.
- Supporting the delivery of weddings and other private hire events. These events will include 'out of hours' working.
- Be part of a culture of continuous improvement, ensuring that Norton Priory remains at the forefront of cultural and creative excellence for the benefit of all.
- Any other duties commensurate with the role.

Please note that this role is subject to an Enhanced DBS check. A full driving licence and access to a vehicle is also required for this position. A generous pension scheme is also available to successful candidates.

Skills and Experience:

	Essential	Desirable	How Assessed*
National Diploma in Horticulture, or similar equivalent qualification	✓		A
Significant practical horticultural experience gained in a similar environment	✓		A / I
Experience of managing teams	✓		A / I
Experience of working with a range of power tools and an awareness of the safety considerations when using such equipment.	✓		A
Experience of working independently and being able to remain focussed on completing tasks within agreed time scales.	✓		A / I
Friendly and approachable manner.	✓		A / I
A reliable approach, with good organisational and timekeeping skills.	✓		A / I / T
Proactive, with the ability to adapt to change quickly and easily.	✓		A / I
Engaging and enthusiastic, particularly when approached by members of the public.	✓		A / I
Basic IT skills including working knowledge of Microsoft Office Word and Outlook (or willingness to learn).	✓		A
Ability to work independently and as part of a team.	✓		A / I
Being committed to 'Team Norton', ensuring customer service and company values are upheld at all times through own actions and effective team working.	✓		A / I
Treat colleagues and external partners with respect at all times.	✓		A / I
Protect the reputation and brand identity of Norton Priory Museum and Gardens at all times.	✓		A / I

Values aligned to the organisation's commitment to anti-discrimination and equal rights for all.	✓		A
Ability to work flexible hours, including term time, school holidays, evenings, weekends (on a rota basis) and Bank Holidays.	✓		A
Experience of working with volunteers, as part of a wider 'on-site' team.		✓	A / I
Experience of working on a Scheduled Monument or other similar, protected site.		✓	A
Awareness of pests and / or diseases which have the potential to cause long term damage to plant life.		✓	A

***Note on 'How Assessed' section:**

A	Assessed via information provided on Application Form
I	Assessed as part of the interview process
T	Assessed as part of short Task during interview process