



SUSSEX
PAST

Sussex Archaeological Society

Job Description

Job Title	Head Gardener
Location	Fishbourne Roman Palace
Contract type	Permanent
Reports to	Property Manager
Hours	Full time

Main purpose of the Job: (Briefly describe the overall purpose or function of the job)	To maintain and develop the historically significant gardens and grounds at Fishbourne Roman Palace in a way that enhances the visitor experience and contributes to the overall performance of the site.
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Main accountabilities:	
Key Tasks	Approximate % of time allocation
1. Carry out and oversee key tasks in gardens and grounds, including weeding, planting, hedge trimming, mowing grass, pruning, clearance of the stream and other boundaries, weed suppression on paths and around archaeological remains, and regular rubbish and leaf clearance.	30%
2. Provide line management, supervision and training for the Assistant Gardeners and garden volunteers. Oversee grounds and gardens work by outside contractors.	20%
3. Ensure that health and safety practices and procedures are followed on site including safe storage of machinery and chemicals, safe disposal of waste and prevention of hazards.	10%

4.	Work with the Maintenance Assistant to carry out responsive maintenance works, particularly with regard to urgent repairs to buildings and outdoor structures.	5%
5.	Take the lead in improving and developing the gardens for the benefit of visitors, working with the Property manager to source funding for improvements.	15%
6.	Take an active role in promoting and sharing the gardens with visitors through direct involvement in talks, guided tours, events and garden-related retail sales.	10%
7.	Act as part of the Senior Management Team at the Property, being a keyholder and site First Aider, and acting as a contact in an emergency.	10%

This job description sets out the accountabilities of the post at the time when it was drawn up. Such accountabilities may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading or pay of the post.

Person Specification

Criteria	Competency	Essential	Desirable
Education & Qualifications:	Good standard of numeracy and literacy.	√	
	Gardening qualification		√
	Pesticide and herbicide use qualifications		√
	Chainsaw licence		√
	First Aid at Work certificate		√

<p>Knowledge & Experience:</p>	<p>Experience of working in a visitor-focused garden</p> <p>Line management experience.</p> <p>Budget management experience.</p> <p>Volunteer management experience</p> <p>A good working knowledge of Health & Safety</p> <p>Experience of looking after box hedging</p> <p>Experience of using wide range of gardening equipment (eg hedge trimmers, strimmers, chainsaw, tractor)</p> <p>Experience of gardening on an archaeological site.</p> <p>Experience of practical buildings maintenance</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p>Key abilities and skills:</p>	<p>Enthusiasm for historic gardens and a willingness to share that enthusiasm</p> <p>Ability to work alone and as part of a team in all weathers</p>	<p>√</p> <p>√</p>	
<p>Personal attributes and behaviours:</p>	<p>Positive, can-do attitude.</p> <p>An ability to put the visitors needs first in all areas.</p> <p>An understanding of the opportunities and constraints of working for a charity and at a heritage site.</p>	<p>√</p> <p>√</p> <p>√</p>	
<p>Other Comments: e.g. travel requirements, weekend work etc.</p>	<p>Occasional weekend work may be required.</p>		