

JOB DESCRIPTION

JOB TITLE	Cultural Gardener
RESPONSIBLE TO	Director of Business & Operations
RESPONSIBLE FOR	Garden volunteers
DATE PREPARED	January 2019

1. JOB PURPOSE

You will be responsible for the management of The Hepworth Wakefield Garden, including practical maintenance, ensuring the highest standards of horticulture and visitor experience.

You will work closely with Tom Stuart-Smith during the final phase of development of the garden ensuring that the planting scheme is delivered as designed. You will then be responsible for maintaining the integrity of the design once the garden is open to the public. You will work closely with the gallery's programme team to develop activities that inspire and engage the public, local communities and schools.

2. THE HEPWORTH WAKEFIELD

The Hepworth Wakefield is a major public art gallery that opened in May 2011 to public and critical acclaim. It exhibits Wakefield's art collection, the Hepworth Family Gift and the work of major contemporary and 20th century artists. Designed by David Chipperfield Architects, our ten superb gallery spaces and grounds make this one of the UK's largest and most visited galleries outside London, attracting over 2 million visitors in the last 8 years.

3. KEY RESPONSIBILITIES AND RESULTS

GARDEN MANAGEMENT

- Ensure that the garden is managed and cared for appropriately through practical maintenance of all garden areas including lawns, herbaceous borders, trees and shrubs, and footpaths.
- Ensure that the garden is presented to a high standard at all times; ensure that it is kept clear of litter, and fixtures and fittings (including benches and bins) are well maintained.
- Produce the annual garden management plan and report on progress to The Hepworth Wakefield Garden Trust Board.
- Develop and maintain the annual garden budget, monitoring performance and ensuring efficient cost control.
- Procure contractors for small projects and maintenance operations as appropriate.
- Proactively manage and lead on all health and safety matters in the garden.
- Ensure high standards of security are maintained in the garden to keep the staff, volunteers and visitors safe, and the garden and associated buildings secure.
- Support the programme team with the installation of sculpture and art installations.
- Liaise with Wakefield Council and its contractors on maintenance and upkeep of other outdoor spaces around the gallery, including the play area, to ensure that they are maintained to the same high standard as the garden.
- Represent The Hepworth Wakefield Garden at relevant forums and networking events; develop relationships with partnership organisations including RHS.
- Contribute to the development of THW's Environmental Strategy, ensuring that environmental considerations are taken into account when planning garden operations.

ENGAGEMENT & LEARNING

- Working with the learning team, develop a programme of horticultural and environmental educational activities for schools, families and community groups and assist in its delivery.
- Working with the business development team, develop a programme of commercial garden and horticultural activities including tours and workshops, and assist in its delivery.
- Develop opportunities to involve volunteers and ensure that they are managed effectively.
- Provide training for staff and volunteers in delivery of garden and horticultural activities.

OTHER

- Hold a first aid qualification and act as a Designated First Aid person
- Carry out all duties in accordance with our Equal Opportunities, Access, Employment, Health and Safety Policies
- Undertake any other duties as reasonably required by the Director of Business & Operations

4 ADDITIONAL INFORMATION

- The post involves considerable physical activity, including the ability to safely lift heavy weights and handle tools.
- The role will require weekend and bank holiday working, according to the needs of the business.
- Carry out all duties in accordance with our Equal Opportunities, Access, Employment and Health and Safety Policies.

5 KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

EXPERIENCE	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Significant practical experience in horticulture, supported by appropriate qualifications to RHS level 3 (or equivalent level of vocational experience) • Experience of managing a garden open to the public • Good level of plantsmanship/plant husbandry skills. Knowledge of a range of horticultural techniques covering a wide range of plant types • Competent with the use and maintenance of garden equipment/machinery including hedge trimmers and pedestrian mowers • Experience of organising and delivering garden activities which enhance the visitor experience e.g. giving presentations, leading guided tours • Experience of delivering garden activities with school and/or community groups • Proven track record of managing budgets, finances and small projects • Experience of working with volunteers 	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p>	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p>
KNOWLEDGE		
<ul style="list-style-type: none"> • Understanding of managing gardens/parks/open spaces in an urban setting • Understanding of environmental practices relevant to garden management • Knowledge of all Health & Safety and Compliance 	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p>	<p style="text-align: center;">x</p>

requirements relevant to garden management and horticulture		
SKILLS / ABILITIES / PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> • Good people skills enabling strong relationships to be built and maintained externally and internally • Competent in the use of IT tools including Word, Excel and Outlook. • Good written and verbal communication skills including public presentation, influencing and negotiating • Attention to detail • Artistic plantsmanship/design skills 	<ul style="list-style-type: none"> x x x x x 	

6 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £27,000 per annum.
- This is a permanent position.
- Full-time, 37 hours per week.
- There may be an occasional requirement to work additional hours, for which TOIL will be granted.
- Probationary period of 6 months.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-erolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.