



**JOB DESCRIPTION – HEAD GARDENER**

<b>Job Title:</b>	Head Gardener
<b>Reports to:</b>	Operations Manager
<b>Accountable to:</b>	Operations Manager
<b>Salary:</b>	£23,500 to £27,000 dependant on qualifications and experience. Full salary is based on full time hours (40 hpw)
<b>Location:</b>	Flourish Enterprises is located primarily at Woodfield Park, Balby in Doncaster. The postholder will predominately be based at this location but occasional travel will be required at the reasonable discretion of the company.
<b>Working Hours:</b>	30 to 40 hours per week by appointment
<b>Organisation Overview:</b>	<p>Flourish is a Community Interest Company housed in a stunning listed building that provides inviting office space, conference and function hire, community events, an historic walled garden, shop and cafes all surrounded by lots of beautiful green spaces. We are a not-for-profit social enterprise meaning any surplus funds made are reinvested straight back into community led activity.</p> <p>Flourish exists to promote social mobility, wellbeing, opportunities and work with our partners to deliver a positive and lasting social impact. As part of our services, we provide work and vocational opportunities to people with mental health needs, learning disabilities and to those that have suffered any form of setback and who would benefit from support to get back in to work or education.</p>
<b>Job Overview:</b>	<p>Flourish Enterprises is looking to recruit an experienced, enthusiastic, and forward-thinking individual with strong leadership skills to fill an existing key position within our organisation.</p> <p>The role of Head Gardener remains critical to furthering our strategic aims and objectives as a force for social good and as a destination Wellbeing Hub that promotes health and happiness to our communities.</p> <p>If you are looking for a job in horticulture, we can offer you a very special, rewarding, and beautiful place to work in.</p> <p>You'll love working outdoors and understand that our Walled Garden and surrounding green spaces are a significant part of what we do at Flourish, from growing and developing a wide range of plants and produce for our Garden Centre to working alongside our Service Users and help develop their skills, to keeping our Walled Garden looking amazing all year round there is always something different to do.</p> <p>Our new Head Gardener will cherish the responsibility placed upon them as a custodian for our historic site whilst at the same time striving to develop our services for a more modern audience that will allow Flourish to improve commercial performance and attractiveness as a destination for all.</p>



	<p>The postholder, working with our gardening and vocational support teams and Community Engagement Officer, will enjoy a significant degree of autonomy and creativity to design and oversee a range of programmes and community focused activity that promotes accessibility, inclusivity, opportunities, and togetherness, whilst offering direct operational support to the senior leadership team.</p>
<p><b>Role Specific Duties:</b></p>	<p><b>Primary</b></p> <p>The main duties of the role entail:</p> <ul style="list-style-type: none"> <li>• Leading your team to ensure our gardens are maintained to a high standard, safe and welcoming always showing your enthusiasm for plants in everything you do whilst sharing your passion with others;</li> <li>• Working with our Service Users and volunteers on a daily basis sharing your knowledge and experience teaching them new skills and enjoy seeing them develop their confidence and know how;</li> <li>• Working closely with the Occupational Therapy Team to ensure we are offering a great level of support via our contracted Vocational Pathway Programme;</li> <li>• Working closely with the gardening team and our volunteers to plan and develop a range of plants and products that will sell through our Garden Centre all year round including fresh produce that will be used in our cafés to keep our customer prices down, promote healthy eating and sell the positive “soil to plate” story;</li> <li>• Showing commitment to your work and always be proud of what you do and fully understand the part you play within the wider organisation. You will comply with procedures to manage risk to yourself, the team, volunteers, service users, visitors, and contractors.</li> </ul> <p><b>Volunteering and Community Engagement</b></p> <p>Supporting our Community Engagement Officer, you will assist in:</p> <ul style="list-style-type: none"> <li>• The coordination and training of our volunteers;</li> <li>• Creating a framework of volunteering projects and fundraising initiatives, including supported volunteering, youth volunteering and corporate volunteering opportunities;</li> <li>• Work closely with Friends of Woodfield Park and coordinate with other recognised volunteering models (e.g. Men’s Sheds, skills-share, time-banking);</li> <li>• Working in partnership with youth projects such as Princes Trust and local council;</li> <li>• Coordinating new and existing volunteering projects with the aim of enhancing the quality of experience for Doncaster residents and our own people;</li> <li>• Delivering a positive and consistent experience for our existing volunteers that recognises the great work they do and in a way that encourages others to get involved;</li> <li>• Coordinating the delivery of a regular, well planned program of garden events and activities, including delivery of workshops for all age groups teaching horticulture and gardening skills;</li> <li>• Promoting the Veg Cities campaign by delivering educational programs and community cooking classes, and promoting veg through campaigns, competitions, media and marketing;</li> <li>• Engaging with schools and youth groups to promote involvement in green activities and our other services at flourish, and provide practical learning opportunities</li> <li>• Working with the Occupational Therapist to promote inclusivity/accessibility of gardening e.g. dementia friendly guides, carry on gardening guides, sensory trust guides.</li> </ul>



- Supporting widely recognised initiatives and accreditation schemes such as becoming an RHS accredited centre;
- Engaging with under-represented and hard-to-reach communities, working with social prescribing and green prescribing teams;
- To be responsible for carrying out appropriate risk assessments and ensuring compliance with health and safety for all activities;
- To measure and report on performance indicators, out-comes and social impact.

**General**

- To establish and maintain positive working relationships with key stakeholders on the site;
- To establish and maintain positive working relationships with external stakeholders and working partners;
- To coordinate the short- and long-term provision and organisation of our resources to deliver best benefit;
- To assist any recruitment that has been agreed including writing adverts, assisting with the preparation of job descriptions and job specifications, participating in the interview process and making offers of appointment;
- To plan and prioritise own workload ensuring that all work is undertaken within the timeframe instructed;
- Liaise with RDaSH estates and Friends of Woodfield on developments and activities across the wider parkland;
- To contribute to reports and publications as directed by the senior leadership team;
- To maintain confidentiality at all times;
- To manage time-based projects as and when required;
- To represent Flourish Enterprises and the wider Woodfield Park site as a positive ambassador to ensure the work we do is recognised and is shown at its best at all times.

**This job description may be reviewed from time to time and may be modified in consultation with the post holder.**



## Person Specification

FACTOR	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Significant practical experience in horticulture, supported by appropriate qualifications to RHS level 3 (or equivalent level of vocational experience);</li> <li>Educated to GCSE level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching/group-facilitation qualification</li> </ul>	Application Form Certificates
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Comprehensive knowledge of plant husbandry and horticulture techniques;</li> <li>Experience of working with Microsoft office package;</li> <li>Commercial planning and general awareness including budgeting;</li> <li>Knowledge and implementation of Health and Safety compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Garden retail background;</li> <li>Managing supplier contracts;</li> <li>Working with volunteers, understanding different approaches needed to reward, recognise, and motivate people of varying ability;</li> <li>Session planning &amp; group facilitation;</li> <li>Working and engaging with community groups.</li> </ul>	Application Form Interview
<b>Specific and Skills</b>	<ul style="list-style-type: none"> <li>Good oral/written communication skills and deliver excellent customer service;</li> <li>Leadership skills including coaching, team development, motivation &amp; communication;</li> <li>Able to always maintain discretion and confidentiality;</li> <li>Excellent telephone manner.</li> </ul>		Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work to deadlines;</li> <li>Non judgmental;</li> <li>Methodical;</li> <li>Able to work individually and as part of a wider team;</li> <li>Ability to express compassion &amp; empathy.</li> <li>Good people skills enabling strong relationships to be built and maintained; internally and externally;</li> <li>Willingness and enthusiasm to share the story and work we do with our visitors to help bring the gardens to life.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and an advocate of not-for-profit value led organisations.</li> </ul>	Application Form Interview References
<b>Other</b>	Assessed by Occupational Health Assessment Disclosure and Barring Service report.	We welcome applications from people lived-experience mental health or physical disabilities, and people from disadvantaged communities.	Occupational Health Screening and or Interview DBS clearance