

POST:	Estate Worker - Horticulturalist
HOURS:	37.5 hours over 5 days. <i>(The usual pattern of work is Monday to Friday 8.30-16.30. although some flexibility is required as well as participating in an on call maintenance rota)</i>
REPORTING TO:	Estate Manager
SALARY:	£22,953 per annum
RESPONSIBLE FOR:	Supervision of volunteers and helping to planning work of volunteer groups Oversight of Display garden, estate nursery and greenhouse area

JOB PURPOSE

Under the direction of the Estate Manager to be responsible for all work in the allocated areas of the community estate and gardens. This role will be accountable for the Display Garden areas, including the estate nursery and main greenhouse. This is a hands-on role, where the post holder will be expected to conduct all gardening and grounds maintenance work to a high standard along with some of the general routine repairs that will arise as part of their work. To assist the Estate Manager in the conservation, care and presentation of Camphill Blair Drummond garden and estate

The Key Purposes of the job will be met by:

- Assisting with the conservation and practical maintenance of the garden and policies and within the context of Camphill Blair Drummond's health and safety policies;
- Practical horticulture consisting of but not limited to: assist with maintaining trees and shrubs, herbaceous plants, fruit (including specialist collections), vegetables, cut flowers and bulbs; turf care; composting and soil improvement; historic and modern glasshouse plantings, hard-landscaping; path care, plant propagation; Plant Sales. Care of tools, machinery, glasshouse and garden furniture or ornaments;
- Assisting with the maintenance of the infrastructure including paths, drive, steps, paved areas, bridges, drains and shelterbelts;
- Be responsible and accountable for the implementation of the Camphill Blair Drummond's Health & Safety Policy at the property, being mindful at all times of the health and safety of self, staff, volunteers, Residents, day students and visitors;
- Participating fully in the Communities wider team;
- Participating / contributing to the programme of events run within Camphill Blair Drummond.

Supporting the Camphill ethos is a key element of the role to ensure that Camphill Blair Drummond maintains its role as a leader in care provision and that the people who live and work in our community can develop in a therapeutic environment.

MAIN DUTIES

Major Tasks

- Maintain the grounds to the standards specified by the Estate Manager.
- Implement planting schemes in accordance with agreed plans.
- Devise seasonal formal planting schemes for all Display Garden areas, including the main estate greenhouse.
- Oversight and allocation of tasks within the estate nursery and greenhouse.
- Working alongside colleagues from Care & Support to deliver tasks specified by the Estate Worker.
- Review outcomes of predefined tasks to allocate and prioritise future work.
- Liaise with the Production Gardener to establish future planting and propagation.
- Implement maintenance works within the grounds or buildings as instructed by and under the direction of the Estate Manager.
- Maintain machinery and equipment in clean and safe working order or to organise its repair.
- General maintenance, repairs and renewals of estate infrastructure.
- To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation.

Grounds Maintenance

- Help define, plant and maintain the residential house gardens, supporting residential staff.
- Weeding, digging, forking, mulching, watering, raking, edging, pruning, bed preparation, planting, hedge-cutting, cross cutting and felling of small trees .
- The use of hand tools and basic light machinery and plant.
- The use of Estate vehicles, mowers, strimmer's, hedge-cutters, chainsaws and leaf blowers.
- To keep all tools and equipment clean and in good order, reporting any defects or repairs required to the Estate Manager.
- To apply chemicals where appropriate under direction from the Estate Manager or other operational manager.
- To keep the courtyards, planted areas, thoroughfares, footpaths, estate tracks and any other areas of the estate clear and free from weeds and litter at all times.
- To carry out gritting, salt spreading, snow clearing, as necessary, including footpaths throughout the community.
- Maintain a written log of work undertaken and jobs pending.
- Liaise with the Estate Manager on all matters relating to the role and be familiar with the latest instructions and procedures.
- Ensure compliance with and be responsible for all health and safety requirements, as relating to this role.
- Participate in the maintenance winter on call rota.

Health and Safety

- Implement Camphill Blair Drummond, statutory and legal requirements including fire, Health & Safety, hygiene, electricity at work.
- Conduct regular fire drills and test fire alarms systems to an agreed timetable, along with checks on other systems as directed by the Estate Manager.
- Liaise with the H&S Maintenance Manager on all Health & Safety matters.
- Conduct regular risk assessment on the facilities in conjunction with the Estate Manager.
- Recommend any changes to the Health and Safety procedures.
- Follow COSHH regulations, in particular the storage of hazardous substances.

Facilities Management

- Adhere to monitoring systems that ensure the communal community facilities are kept clean and tidy.
- Adhere to systems that ensure all storage areas are kept tidy and utilised to their best effect.
- Recommend changes to use of facilities to improve environment for the community as a whole.

Supervision

- Supervision Received: Routine tasks may simply require standardised instruction without continuous direct supervisory observations.
- Meet on a regular basis with the Estate Manager to prioritise work and give feedback of work completed.
- Attend weekly & monthly Estate Team meeting, providing feedback on completed work and allocating own task priorities with agreement of the Estate Manager.

QUALIFICATIONS**Essential**

- SVQ 3 or RHS Level 3,
- A full clean UK driving licence
- Knowledge and awareness of the occupational hazards and safety precautions necessary for the safe performance of assigned duties.

Desirable

- Recognised and relevant qualification to at least HND level or above.
- PA1 & PA6a Pesticide Certificate

EXPERIENCE AND SKILLS**Essential**

- With previous experience (minimum 5 years) in a similar role you must be "hands on" and be able to demonstrative expertise in general gardening and ground maintenance tasks .
- Physically fit you must be able to work with a range of estate and garden tools and equipment.
- Proven capability in using a wide range of equipment and machinery.
- You must be hardworking, have a flexible approach and willing attitude.
- Willingness to complete essential training and development courses as deemed necessary for this role, particularly essential Health & Safety training.
- Workable IT knowledge and use of computer programs. E.g. Word, Outlook

Desirable

- Experience in general maintenance.
- Clean and valid driving licence.

PERSONAL ATTRIBUTES**Essential**

- Ability to meet and deal tactfully and courteously with fellow employees, volunteers, residents and contractors.
- Able to follow procedures and instructions as part of a team.
- To follow instruction and complete allocate work to a high standard.
- Positive attitude and committed to delivering high standards.
- Flexibility to respond to a range of different work situations.
- Ability to work on their own outside in rain and shine.
- Compassionate & supportive of the aims of a community with particular beliefs, seeking to serve people with special needs.

This job description is open to the review by Camphill Blair Drummond (the community) at any time.

Signed:

Date: