

**Position: Garden Manager**

**Employer: Dr Neil's Garden Trust (Scottish Charity No SC028097)**

**Location: Dr Neils' Garden, Old Church Lane, Duddingston, Edinburgh**

**Salary: £27,150 plus pension contributions and professional membership fees**

**Working Hours: Full time (37.5 hours per week, generally Monday to Friday)**

**Closing date: 12 February 2024**

A rare opportunity has arisen on the retirement of our Gardener after 22 years of service. This position will provide the right person with the chance to work in one of the most unique gardens in the country and to use their own initiative to continue moving the garden's development forward. Now administered by a small charity, it was started 60 years ago and created out of rough ground, it was handed over to our Gardener who has, with her flair and enthusiasm, turned it into the beautiful space it now is.

Sitting by the loch side at the foot of Arthur's Seat with a view across Duddingston Loch to the Pentland Hills, the 2.5-acre site is walled on 3 sides and drops steeply to the loch side on the 4<sup>th</sup>. It shares its boundaries with a 12<sup>th</sup> century church and 2 other gardens with which we have close ties and consists of a mix of trees and herbaceous borders, grass, ponds, hard landscaping and paths. It also boasts a recently renovated 200-year-old Tower where the rules of curling were purportedly first written and which is now used for small receptions and art exhibitions.

The applicant should be willing to work independently, be able to manage a small group of volunteers and have a genuine interest in developing relationships with the wider community. This post would suit a person with real drive and enthusiasm who has excellent horticulture and arboriculture skills who is ready to take their career to the next level. The right person for this post will have great communication skills and be able to get on with people and will share our vision to have a garden that is a place that people want to come to - and come back to.

#### KEY RESPONSIBILITIES

##### 1. GARDEN MAINTENANCE & DEVELOPMENT

- Upkeep of all flowers, shrubs and trees throughout the year and improving the borders in line with the best current organic practices and developing the planting throughout the various, diverse areas of the garden
- Propagation of plants for planting out and for sale to the public at special events and throughout the year
- Mowing and strimming grass and routine machinery maintenance
- Overseeing and/or executing all maintenance required in the Garden including organising maintenance of paths and other hard landscaping and monitoring of trees for possible hazards and acting on any concerns

- Work towards improving the garden's accessibility to offer space to groups who have difficulty accessing outdoor facilities
- Preparing an annual operating budget for approval by the Board and thereafter purchasing all materials required for the garden and bringing proposals for any additional expenditure to the Board for prior approval
- Preparing quarterly operational work plans and attendance at Board meetings to present monthly reports
- Promotion of the garden through social media
- Any other similar tasks and horticultural works as may reasonably be required by the Board

## 2. MANAGEMENT

- Recruit, train and supervise a diverse team of volunteers (including those whose needs may make it difficult to volunteer elsewhere) to assist in the maintenance and development of the garden and ensure that they operate in line with current health and safety practice.
- Welcome visitors to the Garden and share knowledge of horticulture with them
- Implementation of the Garden's Health and Safety, Equality & Diversity and Safeguarding Policies
- Develop existing relationships with the community within which the garden is located and wider afield including in particular, local schools and develop in conjunction with the Board workshops focussing on gardening skills, environmental awareness and health and wellbeing to assist in meeting our existing Lottery fund obligations and to work collaboratively with the neighbouring garden (Jock Tamson's Gairden) to deliver any other Lottery related objectives
- Involvement in finding appropriate sources of additional funding for occasional additional projects within the garden and working with the Board in identifying opportunities for fundraising and planning same in consultation with the Board
- Maintain information for grant objectives and perform record keeping duties for the completion of grant reports
- Occasional supervision of onsite contractors in consultation with the Board
- Liaise with Board members concerning 3<sup>rd</sup> party rental requests and provide assistance in setting up occasional art exhibitions and receptions
- Attendance at events in the garden at weekends may be required very occasionally in respect of which TOIL will be given.

## **Requirements for the job**

<b><u>ESSENTIAL QUALIFICATIONS &amp; KNOWLEDGE</u></b> <ul style="list-style-type: none"><li>• Level 2 RHS in Horticulture or equivalent</li><li>• A good understanding of gardening organically</li><li>• Arboriculture knowledge</li><li>• Good propagation skills</li><li>• Good knowledge of relevant health and safety regulations</li></ul>	<b><u>DESIRABLE QUALIFICATIONS, SKILLS AND KNOWLEDGE</u></b> <ul style="list-style-type: none"><li>• Chain saw operation certification</li><li>• Propagating plants to ensure a steady supply for sale to the public</li></ul>
<b><u>ESSENTIAL EXPERIENCE</u></b> <ul style="list-style-type: none"><li>• 5 years' experience of working in a public garden</li><li>• Planning and planting out new borders</li><li>• Operation and routine maintenance of garden machinery</li><li>• Managing a budget</li></ul>	<b><u>DESIRABLE EXPERIENCE</u></b> <ul style="list-style-type: none"><li>• Experience of gardening sustainably</li><li>• Supervising and training volunteers</li><li>• Organising and supervising building and maintenance of paths, steps and walls</li><li>• Developing community relationships</li><li>• Making applications for funding</li><li>• Promotion of the garden through social media</li></ul>
<b><u>ESSENTIAL CHARACTERISTICS</u></b> <ul style="list-style-type: none"><li>• Adaptable and resourceful</li><li>• Able to work efficiently without supervision and on own initiative</li><li>• Excellent time management</li><li>• Able to communicate well with volunteers, the public and Board members</li><li>• Able to meet the physical demands of the job</li></ul>	

**This role at its current number of hours is partly funded by the National Lottery Communities Fund. It requires Disclosure Scotland checks to be carried out.**

**Please apply with a copy of your CV and covering letter (max total 3 pages) setting out why you think you are a suitable candidate by emailing [banderson456@hotmail.co.uk](mailto:banderson456@hotmail.co.uk) by 12 February 2024 using GARDEN MANAGER as the Subject Line. Also, please contact the same email if you have any questions or would like to know more about the role.**

**If you require any adjustments to the appointments process, please include this in your covering letter.**

**Interviews will be held in Edinburgh on a date in February.**