

Job Description

Job Title: Gardens and Grounds Manager

Hours: 37.5 hours per week

Reporting to: Finance and Commercial Director

Job purpose: Our Vision is to make every day the best day possible for our patients and those closest to them in South Devon. As Head Gardener you'll support this by ensuring that our twenty two acre estate provides the environment our patients, families and staff deserve.

Our Values: Honesty & Integrity Generosity of Spirit Respect Team Player

Key Responsibilities:

Leadership

1. Lead the Gardening Team. Provide support, motivation, advice and leadership to the Gardens Assistant and a team of Gardens volunteers and student placements.
 - a. Manage monthly gardens team meetings.
 - b. Regular 1-2-1s with staff and key volunteers
 - c. Annual reviews for staff and key volunteers
2. Liaise and work collaboratively with colleagues across all areas of the organisation to ensure the Gardens meet the needs of our patients and supporters.
3. Co-ordinate all Gardening tasks and lead all Garden projects through effective communication and administration. To include:
 - a. Gardens task scheduling,
 - b. task and project management,
 - c. production of the annual gardens plan,
 - d. manage supplier relationships and
 - e. manage all garden equipment and resources.
4. Responsible for the recruitment and retention of the volunteer gardening workforce including advertising for volunteers, managing volunteers and building a team.
5. Responsible for leading regular gardens volunteer days, including corporates, regular volunteers, staff doing volunteers days and other groups wishing to support Rowcroft.
6. Be part of a three-person leadership team for estate maintenance.

Garden Management

7. To support the Finance & Commercial Director with his responsibility for Health & Safety around the gardens, including mandatory training and risk assessments.



For a career with meaning
rowcrofthospice.org.uk/careers

8. To be the main point of contact for all Gardening requests: planned and reactive: logging information, managing the annual and monthly Garden plans and schedules and co-ordinating the work to be carried out by the Gardening team. Project Managing 3 or 4 major Gardens projects per annum. Including hands on:
 - a. Grass cutting
 - b. Weeding
 - c. Pruning
 - d. Seasonal planting
 - e. Hedge cutting
 - f. Garden clearance
 - g. Strimming
 - h. Roadways and verges
9. Monitoring and arranging contracts for Garden machinery, equipment maintenance. Where necessary in co-operation with third party advisors.
10. Responsible for Tree maintenance on the estate, the annual tree survey and Ash survey, agreeing and managing the works of the third party tree surgeons and agreeing pricing.

General

11. On call for one week in every three weeks, approximately.
12. Work alongside the estate's maintenance team and support when and where required.
13. Promote a culture of continuous learning and development and wellbeing. Identify your own learning and development needs and ensure your mandatory and essential training is up to date. Help to create an environment that is continually critically questioning practice and promoting learning.
14. Collating activity data and customer feedback to enable performance management and process improvement.

This list can never be exhaustive but covers most of the work you will be doing - always with talent, initiative and a commitment to great customer service.

Infection Prevention

All Rowcroft Hospice employees in both clinical and non-clinical roles are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times to reduce the burden of Healthcare Associated Infections including MRSA.

You agree to the following:

1. To decontaminate your hands prior to and after direct patient care or contact with the patient's surroundings.
2. To take part in mandatory infection control training provided.



3. To responsibly manage your own infections (other than common colds and illness) that may be transmittable to patients, including to contact Occupational Health for guidance.

Place of work:

This role has been identified as an on-site worker (works at a Rowcroft site for the majority of their working time).

Person Specification
Gardens and Grounds Manager

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Full UK Driving license. • Excellent general level of Gardening. • Be prepared to undertake further role specific learning. 	<ul style="list-style-type: none"> • A Level 3 qualification in Horticulture. • PA1 & PA6.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent verbal communication skills. • Ability to work in a changing environment. • Leadership through creative problem solving. • Broad Plant knowledge. • Understanding of tree maintenance. • Strong organisational skills. • Good timekeeping skills. 	<ul style="list-style-type: none"> • Basic computer skills: Use of MS Office.
Experience	<ul style="list-style-type: none"> • Estate garden management. • Working with contractors and suppliers • Project Management and managing different workloads successfully. • Risk assessments. • People Management, including a gardening team and 1-2-1 meetings. 	<ul style="list-style-type: none"> • Working with or leading volunteers.
Personal Requirements	<ul style="list-style-type: none"> • Self-motivated and engaging • A positive can-do attitude and a willingness and desire to ensure all who come into contact with Rowcroft have the best possible experience. • Proven ability to be part of a committed and hardworking team in line with the ethics and values of Rowcroft Hospice, acting in the best interests of Rowcroft at all times. • Able to be on call 1 week out of 3. 	<ul style="list-style-type: none"> • Willing and able to volunteer for at least one Rowcroft event each year.

