

Job Description

Job Title: Gardener

Responsible to: Facilities Manager

Job Purpose:

The Postholder will maintain the gardens & grounds of all Acorns Hospice sites to include all garden equipment.

The Postholder will carry out general gardening duties, requiring a minimum amount of supervision to perform horticultural tasks.


To carry out general supervision of contractors, volunteers and corporate groups working in the grounds, in liaison with the Facilities Manager.

Main Duties:

- > To carry out general horticultural maintenance duties using hand tools and mechanical horticultural appliances, and maintain external garden maintenance contracts
- > To be responsible for the care and maintenance of the grounds, including weeding, planting, pruning and watering where appropriate.
- > In conjunction with professional and volunteer assistance maintain the grounds, gardens, pathways and keep free of debris and hazards.
- > To be responsible for the use and care of garden machinery, and/or general tools, and ladder and steps maintenance with due regard to Health and Safety requirements.
- > To ensure that the maintenance of the grounds at the hospices is carried out within set budgetary requirements.
- > To be responsible for basic/minor maintenance externally and internally (if the weather is bad) in conjunction with the Site Maintenance Person
- > To ensure that all documentation and work logs are correctly completed and are readily available for inspection.
- > To bring to the attention of the Facilities Manager any work requiring the skills of specialist contractors.
- > To participate in staff meetings
- > Actively encourage and co-operate with volunteers working at Acorns Worcester and supervise/mentor as needed.
- > To promote the safety of the clients of Acorns Worcester, the postholder will observe and report to the appropriate management any child whose well being gives cause for concern.



Other Duties:

- 
- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
 - > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
 - > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
 - > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
 - > To maintain compliance with Health & Safety Executive regulations, Health & Safety Policy, Fire Regulations standards and report on any breakdown or failures.
 - > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
 - > To be curious and innovative, commit to continuous learning, researching new ideas, embracing new ways of working, sharing good practice across the team.
 - > To carry out any other reasonable duty as requested by your line manager

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.





Person Specification: Gardener

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> > NVQ Level 2 in Horticulture or equivalent 	
Experience	<ul style="list-style-type: none"> > Previous experience in gardening, grounds maintenance, or landscaping > Experience using gardening tools and machinery 	<ul style="list-style-type: none"> > Experience in a similar environment > Basic knowledge of pest control and plant health
Skills and Abilities	<ul style="list-style-type: none"> > Ability to carry out a wide range of practical tasks including the use of garden equipment/machinery > Ability to communicate sensitively, politely and clearly with members of staff, volunteers, families and children/young people > Basic knowledge of Health and Safety requirements > Ability to work with minimal supervision > Ability to supervise volunteers etc on site > Ability to work to targets and deadlines > To work collaboratively > Sound practical knowledge of gardening > Willingness to be flexible. > Evidence of using own initiative. > Ability to effectively prioritise and organise 	
Other	<ul style="list-style-type: none"> > Keen to learn > Self motivated and comfortable working outdoors in all weather conditions 	
Training	<ul style="list-style-type: none"> > Completion of required training and learning for ongoing development in role 	
Behaviours	<ul style="list-style-type: none"> > Seeks to work together with others, supporting where possible. > Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success. 	





Terms and Conditions of Employment

Job Title:	Gardener
Responsible To:	Facilities Manager
Location:	Acorns in the Three Counties Hospice 350 Bath Road Worcester WR5 3EZ And travel to Hospices in Walsall and Birmingham
Salary:	£26,227.50 per annum
Enhancements:	Additional enhancements for weekends and bank holidays when worked
Notice:	8 weeks
Hours:	37.5 hours per week
Holidays:	27 days plus statutory bank holidays (pro rata)
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in NHS Pension Scheme). Organisation will contribute 7.5% to pension.
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.

