

Job Title	Assistant Gardener
Responsible to	Head Gardener
Responsible for	Volunteers
Remuneration	£23,000 per annum
Hours	35 hours per week
Location	Powell-Cotton Museum, Quex House and Gardens, Quex Park, Birchington, Kent. CT7 0BH
Contract	Permanent
Closing Date	26 th June 2022

About Us

The Powell-Cotton Trust is an independent charitable trust (reg no 1167318) which runs the Powell-Cotton Museum, Quex House and Gardens in Birchington.

For clarification as an organisation, we use the terms 'The Museum' or 'The Powell-Cotton Museum' to refer to the business activities of The Powell-Cotton Museum, Quex House and Gardens.

The Powell-Cotton Museum has a broad and diverse collection, built up by the Powell-Cotton family and their associates, largely between 1890-1940. Today the collection includes 6,000 mammal specimens, 20,000 ethnographic objects, 8,000 archaeological objects, firearms, fine art and furniture and an extensive library and archive including documents, photographs and film. The Museum also has responsibility for the care of Quex House, the Powell-Cotton family home, a Georgian manor with extensive Edwardian alterations.

The Gardens have a long history and provide a good range of horticultural interest including specimen parkland trees, a woodland walk, herbaceous and rose borders, shrub beds and a sunken pond area with formal bedding. The Gardens are undergoing an ongoing restoration programme and the focus is a large scale refurbishment of a Victorian walled garden with its associated glasshouses and kitchen garden planting.

The Powell-Cotton Museum site is undertaking a programme of 'Reimagining' and central to this is that "People Matter". We are changing both the way we work and the way we tell stories to bring our organisation in line with the changing museums and charity industry standards. It is time to think differently and creatively about the museum 'experience' for those who work, volunteer, and visit with us.

The Gardens are at the forefront of our work with organisations that want to find activities for adults with learning disabilities, and those with mental health issues. We work with a number of community groups providing volunteer opportunities that are as accessible as possible, regardless of age, ability or skill. All our volunteers work together, the old and the young, forming new friendships, gaining confidence within a positive environment of social and therapeutic horticulture.

You can find more about some of the projects within the 'Reimagining' programme here: <https://powell-cottonmuseum.org/projects/>

Job Purpose

The Assistant Gardener leads on a range of practical horticultural tasks to develop, enhance and conserve the garden and contribute to the long-term garden development plan including design, restoration and promotion. You will assist in making sure that the gardens are maintained to a high standard. Collaborating with colleagues you will lead on the development and delivery of training and volunteer activities in the garden providing a diverse group of people with opportunities to learn new skills and take part in garden activities.

Main Responsibilities

1. Lead and assist with practical and meaningful volunteering activities for community groups, promoting, organising and delivering these to ensure that volunteers are motivated and gain new skills, with a particular focus on the garden environment and horticulture.
2. Deliver high quality volunteer opportunities that increase skills and empower volunteer groups to organise and deliver future projects themselves with minimal support.
3. Actively engage in the development and management of relationships with key partners, and community groups acting as liaison, attending and facilitating meetings where appropriate.
4. Be responsible for the maintenance, presentation and development of our gardens by implementing specific work programmes in agreement with the Head Gardener. Including but not limited to: design, landscaping, propagation, glasshouse management, lawn care and maintenance, planting, irrigation, weeding, grass cutting, strimming, pond management, pest control, woodland management and general garden and facilities maintenance.

5. Lead on a range of practical horticultural tasks to develop, enhance and conserve the garden and contribute to the delivery the long-term garden development plan including design, restoration and promotion.
6. Contribute to the long-term restoration work both in the Walled Garden and the surrounding garden areas.
7. Contribute to the overall function of the gardens including but not limited to painting and decoration of garden furniture, cleaning of pathways and other basic DIY tasks.
8. Manage the use and maintenance of all electrical and mechanical equipment and be responsible for timely servicing of equipment as agreed with the Head Gardener.
9. Be responsible for personal Health & Safety always and ensure good practice is followed by Volunteers.
10. To undertake the administrative activities required of the role.
11. Be prepared to work occasional weekends and evenings to support the delivery of your role.

General Responsibilities

12. Ensure the safety and wellbeing of all employees, staff, volunteers and visitors of the Powell-Cotton Museum through supporting the senior management team in delivering the implementation of the Health and Safety policy and its arrangements across the organisation.
13. Take personal responsibility to demonstrate the Powell-Cotton Trust brand of inclusivity, curiosity, and equality. Every employee is an ambassador in the community for the organisation.
14. Ensure compliance with all Powell-Cotton Museum, Quex House and Gardens policies.
15. Undertake appropriate training and development as available and determined with your line manager. Take responsibility for keeping your knowledge current and in line with changes in law and best practice, with particular regards to health and safety.

16. Promote equal opportunities in the delivery of your job role as well as employment and procurement practices, ensuring the service reflects and provides for the community.

17. Undertake other duties as requested by the Head Gardener.

A probationary 6 month review period applies for all new staff.

Closing Date for Application: Sunday 26th June 2022 at midnight

Interview Date: Tuesday 12th July 2022

Interview Type: Interviews will be in person. The interview will include a traditional question style, and a walk and talk where you will meet other colleagues.

Reasonable interview expenses will be paid.

How to Apply: Download a job pack from <https://powell-cottonmuseum.org/support-us/work-with-us/> If you are unable to download a job pack, please email enquiries@powell-cottonmuseum.org to request a copy. CV's will not be accepted.

Please return the completed application form to enquiries@powell-cottonmuseum.org or post to Director, Powell-Cotton Museum, Quex Park, Birchington-on-Sea, Kent, CT7 0BH

For an informal discussion concerning this post contact Sue Harris, Head Gardener. Email: sue.harris@powell-cottonmuseum.org or tel 01843 842168.

Person Specification: Assistant Gardener

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training. This is broad role and we encourage you to mention all your experience, knowledge and skills on your application.

Qualities	Essential (E) Desirable (D)	Identified by: Application (A), Interview (I)
Knowledge		
Knowledge of horticulture and arboriculture principles and practices.	E	A,I
Must have a good understanding and commitment to Health and Safety standards and requirements	E	A,I
Abilities and Skills		
Ability to communicate effectively and enthusiastically to a wide range of community groups and individuals including children and young people, people with learning disabilities and those for whom English is a second language	E	A,I
Competent with machinery/equipment use and maintenance; including tractors, chainsaws, and pedestrian mowers with accreditation as required for Health and Safety compliance.	E	A,I
Ability to work on own initiative within stated guidelines, manage own workload and prioritise effectively in order to meet deadlines	E	A,I
Ability to undertake maintenance of equipment and machinery, liaising with contractors as required.	E	A,I
Exceptional planning and organisational skills, with the ability to juggle competing priorities in a fast-paced environment	D	A,I
Ability to work occasional weekends and evenings	E	I
Experience		
Trained as a professional gardener/horticulturalist with a good level of practical experience	E	A,I
Demonstratable experience of using a wide range of horticultural equipment and machinery.	E	A,I

Experience of working with and supporting community groups and volunteers		A,I
Experience of working with diverse and underrepresented communities, special needs groups and those with disabilities	D	A,I
Qualifications		
Educated to RHS level 2 or equivalent	E	A
PA1 and 6 Pesticide Qualification	D	A
NPTC Mowing / Tractor driving	D	A
Other		
Current valid driving licence	E	A
Must be physically fit to undertake all garden related activities.	E	I
A demonstratable commitment to Equal Opportunities	E	I
A commitment to personal development and undertaking required training for the post	E	I
Demonstrates an open attitude and excellent work ethic	E	I
Ability to work flexible and variable hours including some weekends and evenings as part of a rota	E	I