

<b>Job Title</b>	Gardens Maintenance Officer
<b>Responsible to</b>	Head Gardener
<b>Responsible for</b>	Volunteers
<b>Remuneration</b>	£21,500 per annum
<b>Hours</b>	35 hours per week
<b>Location</b>	Powell-Cotton Museum, Quex House and Gardens, Quex Park, Birchington, Kent. CT7 0BH
<b>Contract</b>	Permanent
<b>Closing Date</b>	2 <sup>nd</sup> October 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 Gardens Maintenance Officer leads on making sure that the gardens are maintained to high presentation standards. You will work alongside the Head Gardener, Assistant Gardener and Volunteers in the delivery of agreed daily, weekly and monthly programmes of work. Collaborating with colleagues you will assist on the development and delivery in 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. 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: lawn care, leaf clearing, grass cutting, strimming, pond management, irrigation, weeding, pest control, woodland management and general garden and facilities maintenance.
2. 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.
3. 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.
4. Deliver high quality volunteer opportunities that increase skills and empower volunteer groups to organise and deliver future projects themselves with minimal

support.

5. Contribute to the long-term restoration work both in the Walled Garden and the surrounding garden areas.
6. 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.
7. Be responsible for personal Health & Safety always and ensure good practice is followed by Volunteers.
8. To undertake the administrative activities required of the role.
9. Be prepared to work weekends on an agreed rota, and occasional evenings to support the delivery of your role.

## General Responsibilities

10. 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.
11. 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.
12. Ensure compliance with all Powell-Cotton Museum, Quex House and Gardens policies.
13. 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.
14. 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.

15. 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 2<sup>nd</sup> October 2022 at midnight

**Interview Date:** Friday 14<sup>th</sup> October 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](mailto: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](mailto: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](mailto: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 a broad role and we encourage you to mention all your experience, knowledge and skills on your application.

<b>Qualities</b>	<b>Essential (E) Desirable (D)</b>	<b>Identified by:</b> Application (A), Interview (I)
<b>Knowledge</b>		
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
<b>Abilities and Skills</b>		
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
An attention to details and the ability to deliver high standards in grounds maintenance	E	A,I
Strong planning and organisational skills, with the ability to juggle competing priorities in a fast-paced environment	D	A,I
<b>Experience</b>		
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	D	A,I
Experience of working with diverse and underrepresented communities, special needs groups and those with disabilities	D	A,I
<b>Qualifications</b>		
Educated to RHS level 2 or equivalent	E	A
PA1 and 6 Pesticide Qualification	D	A
NPTC Mowing / Tractor driving	D	A
<b>Other</b>		
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