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**Gardener / Estates Worker**

**Job description**

**Job Title:** Gardener / Estates Worker

**Responsible to:** Assistant Estates Manager (Grounds)

**Hours:** 37 hours per week (November to March) and 39 hours per week (April to October)

**Salary:** £22,150 - £27,150

**Status:** Permanent

**Location:** Gannochy Trust Office and Estate

**Job purpose**

To ensure the Trust’s grounds and estate are maintained to a high standard. To contribute to the maintenance of Doo’cot Cricket Park, Quarrymill Woodland Park and the Trust’s other woodland areas. To work as part of a grounds team and undertake tasks including grass cutting, tree management, hedge cutting and gardening. To work closely with the Assistant Estate Manager (Grounds) and follow directions and work to agreed priorities. To work flexibly to meet the requirements of the Trust including responding to emergency situations.

***Contribute to the management of the Trust’s grounds and woodlands:***

* work as part of the grounds team on the winter grounds programme, including salting and snow clearing;
* contribute to the summer grounds programme including planting, grass mowing, weed control, spraying and pruning;
* complete general gardening tasks across the estate;
* be part of the grounds team work to maintain and trim the beech hedges across the estate;
* undertake general estate and property maintenance activities such as clearing rubbish and litter; cleaning rainwater gutters and other tasks;
* undertake tree care, maintenance and planting; and
* complete works to promote and support biodiversity across the estate.

***Manage health and safety:***

* ensure the Trust’s health and safety policy and procedures are followed at all times;
* manage all work within stated plans and risk assessments, ensuring the health and safety procedures are followed;
* use required personal protective equipment;
* use all equipment, tools and machinery in accordance with the manufacturer’s instructions, safe working practices and training;
* timeously report any concerns, defects or risks that might impact on the health and safety of the grounds team, tenants and visitors;
* drive Trust vehicles, conduct vehicle, property and equipment checks and carry out routine maintenance and cleaning; and
* work with the Assistant Estate Manager (Grounds) to ensure good practice in health and safety across all operations.

***Any other duties:***

* to support the running of the Trust by covering tasks in the absence of other members of the grounds team or the Assistant Estate Manager (Grounds);
* in summer months (April to October) there may be a requirement to provide occasional cover for staff on cricket ground duties on four Saturdays per year.
* ensure good records are kept and maintained as appropriate;
* maintain good relations with tenants, suppliers and contractors to ensure the effective and efficient operation of the estate;
* attend required training and development opportunities, ensuring all skills and knowledge are up-to-date; and
* any other duties as needed and as directed by the Assistant Estate Manager (Grounds), Estate Manager or Chief Executive.

**Person specification**

The successful applicant will be able to demonstrate that they have the following **essential** characteristics.

***Qualifications and learning:***

* a full valid driving licence.
* the ability to complete required training and development.

***Experience:***

* following direction and completing set tasks and work programmes;
* working to high standards; and
* working as part of a team.

***Job specific skills and competencies:***

* able to represent the charity to a high standard;
* good communication skills;
* competent in applying training to work tasks; and
* able to manage tools, equipment and machinery to a good standard.

***Knowledge and understanding (or the ability to develop this) of:***

* grounds and woodlands development and maintenance including the use of machinery; and
* working within health and safety policy, procedures and risk assessments.

***Organisational behaviours:***

* committed to the vision and values of the Trust;
* communicates effectively with the Trust team and external people and tenants;
* manages own workload well; and
* flexible and responsive in approach and attitude.

***Personal circumstances:***

* the ability to travel to The Gannochy Trust offices and other locations to meet the demands and requirements of the role; and
* able to work flexibly outwith conventional office hours to meet the requirements of the role.