



National Centre for Folk Arts

[www.halswaymanor.org.uk](http://www.halswaymanor.org.uk)

## JOB DESCRIPTION

Job Title: Gardener

Reports to: Chief Executive

Location: Halsway Manor, Crowcombe, Somerset

Pay: £15 per hour

Working Pattern: One day per week (7.5 hours)

Halsway Manor – National Centre for Folk Art is a charity and the only residential centre in the world concentrating on the varied folk heritage of England. Nestling in the Quantock Hills within an Area of Outstanding Natural Beauty, it hosts courses, events and projects within this unique and magical setting. Set in six beautiful acres of gardens and grounds the manor has a warm and welcoming atmosphere, a range of comfortable bedrooms, great food and a beautiful panelled bar.

The grounds of Halsway Manor including mowing, leaf clearing, strimming etc are cared for by our groundsman so this position is primarily to tend the beds, improve the diversity of the gardens, keep plants in good health and work to ensure the gardens look their best.

**Main Purpose:** To raise and maintain the standards of presentation in the gardens at Halsway Manor.

### Key Responsibilities

#### *Maintenance and Upkeep*

- Maintenance of plants, including division / re-planting of herbaceous stock, transplanting, pruning and general care of all plants.
- Weed Control- On hard surfaces, gravel paths, hedge lines, beds and borders by mechanical and chemical means.
- With groundsman; lawns, mowing, irrigation, feeding, selective weed-killing, edging, scarification, top dressing, spiking, rolling, turf lifting / laying, grass seeding and leaf sweeping.
- Ensure all machinery and tools are adequately cleaned at the end of each day.
- Produce an annual plan of jobs which require more people so we can arrange volunteer groups.
- Produce an annual garden maintenance plan in liaison with the CEO.
- Seek to improve and innovate more efficient ways of working.
- Other tasks in agreement with the Chief Executive.

#### *Health & Safety*

- General- Ensure all work is carried out in accordance with the Health & Safety at Work Act and all other relevant legislation. Promote safe working practices at all times. Keep up to date with new legislation.
- Risk & COSHH Assessments- Produce and maintain detailed Risk & COSHH assessments for all work tasks and chemicals used within the gardens.

- Trees- Continually, monitor the condition of all trees throughout the site and take immediate action on any sign of danger including reporting to CEO.
- Ensure security is maintained to the any storage areas. Dangerous tools and chemicals must be kept secure and monitored at all times.

**The successful candidate will:**

- Have a real passion for plants, gardens, gardening and design.
- Be hardworking, flexible, energetic, conscientious and trustworthy.
- Have two years professional, practical, hands-on garden experience and be prepared to get his or her hands dirty.
- Possess great plant knowledge and a keen interest in horticultural trends, plus a good knowledge of floristry and the growing of cut flowers would be an advantage.
- Ideally have formal horticultural training and experience working on estates.
- Be able to take direction but also to take the lead, be self-motivated when working individually and keen to encourage others when working as part of a team.
- Have excellent communication and organisation skills and be happy to liaise with other staff
- Have a sound knowledge of health and safety and safe working practices.
- Possess a keen eye for detail.
- Have a clean driving licence and access to a car as public transport is limited.

We are open to applications from self employed gardeners.

To apply please send your CV to the Chief Executive, Crispian Cook [chiefexec@halswaymanor.org.uk](mailto:chiefexec@halswaymanor.org.uk) with a short covering letter outlining why you want this position by 12noon on 5<sup>th</sup> March.