



Job Description

Job Title:	Garden & Estate Assistant
Status:	Permanent contract, 35 hours/week
Location:	The Abbotsford Trust, Melrose
Reporting to:	Head Gardener
Salary:	Grade 1 £16,707 per annum - Grade 2, £17,319 per annum

Employee Benefits

- Pension contributions matched up to 4% of salary
- Free parking – enjoy free family walks any time at Abbotsford
- Staff discounts – 20% off in our shop and 10 % off in our café, for public events and self-catering bookings

The house, garden and landscape of Abbotsford are the creation of Sir Walter Scott and were developed between 1811 and 1825. Scott is justly famed worldwide as Scotland's most successful and prolific author, but his surmounting interest was the designing of his 1300 acre estate and garden. It is categorized as having 'Outstanding Significance' by Historic Environment Scotland.

A major £12 million capital campaign resulted in restoring the house in 2013 and creating a much improved visitor experience with a new car park, visitor centre, play trail and interpretation. The upgrading and improvement of the gardens is now the focus of the Trustees' plans.

Job Purpose

- To work with the Gardening Team under the supervision of the Head Gardener assisting in maintaining the gardens and grounds to a high standard for the public's enjoyment.
- To work as part of a team on hard and soft landscaping projects, to develop the gardens and grounds for the enjoyment of visitors throughout the season.

- To undertake work with due regard to the health and safety of staff, volunteers, visitors, and team members.
- To contribute to the sustainability of the garden through increasing its green credentials.

Scope and Accountability

The Gardening Team comprises the Head Gardener, the Ranger and any volunteers, students, groups and local employability agency clients.

The Assistant Gardener will work under the supervision of the Head Gardener to agreed work programmes. They will work closely with the gardening team and Ranger to develop, enhance, and conserve the garden and grounds and to contribute to the delivery of projects for the community. They may be required to work evenings or weekends occasionally.

Key Responsibilities

- To help to maintain and improve the gardens through digging, mulching, weeding, hoeing, pruning, staking, labelling, leaf and litter clearance, fertilizing and watering as well as lawn care and mowing, edging, strimming, hedge clipping and other appropriate tasks for maintenance.
- To help rear new plants, including herbaceous, vegetable and shrubs and trees, such as taking cuttings, sowing, dividing, transplanting, potting on and planting out.
- To help establish new planting, including watering, mulching, staking and winter protection.
- To help maintain the security and upkeep of the fabric of the gardens, grounds, and ornamental policies such as fencing, gates, signage, benches, and buildings etc.
- Carry out regular maintenance tasks throughout the woodlands and estate.
- To ensure that tools and equipment are properly cleaned and in good order prior to storage.
- To contribute to the maintenance and cleaning of machines.
- Work closely with volunteers, supervising when required.
- To interact with the public daily, in particular signposting around the site and gardens.
- To take responsibility for health and safety tasks as directed

Person Specification

Knowledge

Essential

Horticultural qualification to SVQ Level 2 Horticulture at SCQF Level 5
 Willingness to learn and apply horticultural and plant husbandry techniques
 Willingness to learn and apply knowledge of environmental best practise
 Willingness to learn Health and Safety Compliance requirements

Experience

Essential

Experience of gardening and horticultural practice
 Familiarity with a range of machinery/equipment and basic cleaning/maintenance of machinery

Certification in chainsaw operation.
Certification for use of knapsack sprayer
Competent in use of ATV vehicles and tractor driving.

Desirable

Experience of working with and interacting with the public

Skills and Abilities

Good interpersonal skills and ability to communicate
Willingness to learn and apply time management skills
Ability to work flexibly and adapt to changing work situations
Good team working skills
Willingness to work in difficult climatic conditions and outdoors in all weathers

Personal Qualities and Requirements

Commitment to the Abbotsford Trust's mission, vision, and values
Commitment to valuing equality and diversity