



# The Green Estate Community Interest Company

Landscape Manager



March 2024

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## Job Information Pack



### WELCOME TO THE GREEN ESTATE CIC

Welcome to The Green Estate Community Interest Company. Humanity faces unprecedented social, economic and environmental uncertainty and there are communities with less power, resources and choice to adapt and respond to these challenges.

Over 20 years, The Green Estate has been working hard to grow engaging, adaptive and resilient urban places. We have unlocked the potential of physical and social assets and developed beautiful and sustainable landscapes for the benefit of our local community and beyond. We have worked hard with our partners to develop innovative products and services including our radiant and resilient Pictorial Meadows Seed Mixes and Turf sold across the UK and EU.

Our landscape and facilities are stunning, our team and board are talented, skilled and dedicated and we have fantastic partnerships and wide reaching networks. With the royal seal of approval through the prestigious King's Award for Enterprise in Sustainable Development we are poised and ready to take a bold leap of faith and grow our impact, influence and income.

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## The Green Estate Community Interest Company



### About the Green Estate

The Green Estate is a community interest company with a mission of growing engaging, adaptive, and resilient urban places. It was originally set up in the late 90's as a heritage and environment project to regenerate urban parkland that had become wasteland. It now employs circa 70 people, has 40+ volunteers, manages 42 hectares of parkland, hosts 20 onsite community enterprises and has a £3m+ turnover delivering a range of products and services from hosting weddings in Sheffield to premium Pictorial Meadow turf in Holland.

### The Green Estate Strategy on a Page



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## The Team

Our team is dedicated and competent with a diverse set of skills and backgrounds. People join the team because they want to become part of The Green Estate community and make a positive impact on the world. We are social and we are entrepreneurial.

We have three directorates:

**Thriving Organisation:** Providing core services, e.g. Finance, Marketing, Risk Management, Caretaking, Administration, Cleaning, HR and Customer Experience

**Place Stewardship:** Stewarding our place and assets including parks and green open spaces management, provision of a heritage and environmental visitor experience, development of growing communities and delivery of events, hospitality, weddings and corporate experiences.

**Commercial Landscape:** Developing and delivering innovative resilience landscaping services and products including 'Pictorial Meadow' seeds and turf, specialist soils, green waste recycling and meadows and resilience consultancy (green roofs, sustainable drainage systems, rain gardens etc).

and a future looking programme:

**Urban Green Futures:** Developing our physical and digital space and network as a centre of excellence for building adaptive and resilient urban places, businesses and communities.



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## The Job

JOB TITLE: Landscape Manager  
RESPONSIBLE TO: Lead Landscape Manager  
RESPONSIBLE FOR: Project delivery, Landscape Assistants and Volunteers

### OVERALL PURPOSE OF JOB:

As a customer facing Landscape Manager you will form part of the landscape products and services team and be responsible for the establishment, maintenance, and delivery of high-quality planting including meadows, green roofs and Sustainable Urban Drainage Systems (SuDS) across the UK and occasionally into Europe. You will provide specialist knowledge and expertise along with excellent customer service to ensure our customers are able to achieve meadows that are right for them.



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## MAIN RESPONSIBILITIES

- Responsible for the practical delivery, establishment and maintenance of planting contracts including meadows, green roofs and sustainable urban drainage.
  - Responsible for reviewing, informing and updating technical information as required
  - Responsible for dealing with customer enquiries and recording data on the Customer Relationship Management system
  - Responsible for customer site visits to carry out survey work, provide advice on planting establishment and maintenance
  - Responsible for preparing customer reports on planting design, establishment, timescales, maintenance and cost
  - Assist in setting an agreed work programme, ensuring that all work is prioritised according to need
  - Responsible for the use and upkeep of machinery and equipment in a good and safe working order
  - Responsible for effective management of staff as required
  - To operate horticultural /agricultural plant, machinery and equipment as required
  - Working at heights as required
  - Driving vehicles and towing trailers across the UK including loading and unloading
  - Involvement in developing new ideas, research and relationships which will continue to keep our commercial landscaping service at the forefront of the landscaping industry
  - Involvement in wider activities such as delivering training and skills sharing which help to build more engaging, adaptive and resilient urban places
  - Completing Health and Safety checks and documents as required
  - Use of Plant Protection Products in accordance with current UK regulations
  - To undertake any other duties that are commensurate with the role and grade of the post
  - To contribute to making Green Estate a truly great place to work by adhering to our values and helping to fulfil the vision, mission, and purpose.
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## PERSON SPECIFICATION

### ESSENTIAL

- RHS or environmental qualification to degree level or equivalent work experience.
- Experience with operating tractors and machinery
- Experience and confidence in using landscape machinery such as hand mowers, hedge cutters, use of strimmers and their maintenance.
- Experience in landscape maintenance, whether as part of industry placement or direct employment.
- Experience of supervising teams to deliver projects, such as meadow installations.
- Understanding of health and safety in the workplace
- Ability to work at heights on green roofs as required
- Able to adapt both written and verbal communication to meet the needs of colleague and customers.
- Experience of building positive customer relations
- A keen commercial awareness and the drive to win new business from existing and new clients based on Pictorial Meadows solutions
- Able to manage and direct their individual workload while operating as part of a team.
- An interest in sustainability, adaptation and resilience in urban places
- A desire to work for a social enterprise
- Computer/IT literate with the ability to use Microsoft Outlook, Word and Excel
- Experience of using digital photography and smart phone apps.
- Full driving license with the ability to drive work vehicles.

### DESIRABLE

- Experience of driving with trailers on the public highways
- An understanding of the issues involved in working within urban public environments
- PA1, PA2, PA6 Pesticide certification
- Trailer licence
- Line management experience

### VALUES AND BEHAVIOURS

All staff, regardless of their role, are expected to contribute to making Green Estate a truly great place to work by adhering to our values and helping to fulfil our vision, mission, and purpose.

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## JOB SPECIFICATION

**SALARY:** Payable salary £26,574.00 - £28,325.00 per annum.

**PENSION:** We offer entry to the company's stakeholder pension scheme in line with auto-enrolment.

**WORKING HOURS:** The working hours for this post are 37.5 hours per week. This is currently delivered 08:00 – 16:00 but the role includes delivery of projects across the UK. This can include overnight stays which are supported with overtime payments.

**LOCATION:** The post is based at The Green Estate site, Manor Lane, Sheffield, S2 but can require travel across the UK.

**PROBATIONARY PERIOD:** All new employees are required to undertake a period of probation for 6 months, in which they are expected to establish their suitability for the post

**ANNUAL LEAVE:** The equivalent of 31 days per annum pro rata (this includes all bank holidays)

**DBS DISCLOSURE:** An Enhanced DBS is required for completing work on school and supported living sites.

**EQUAL OPPORTUNITIES:** The Green Estate CIC is an equal opportunities employer and selection of applicants is based on merit. Our company policy document is available on demand.

### ADDITIONAL BENEFITS IN WORKING FOR THE GREEN ESTATE CIC

The Green Estate CIC provides a beautiful location, free car parking, company sick pay and annual social events.

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# The Green Estate Community Interest Company

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Social Media: [Twitter](#)      [Instagram](#)      [Linkedin](#)

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