



Job Description

JOB TITLE: Gardener - Manor Oaks Park

(variable hour contract, fixed term from 1st May 2024 until 30th November 2024)

RESPONSIBLE TO: Growing Communities Ranger

OVERALL PURPOSE OF JOB

This role involves working as part of the Place Stewardship team to maintain the venue garden as part of Manor Oaks Park. Through care and skilful maintenance you will be creating a living environment that can make a wedding couple's ceremony an extra special day or provide a serene scene for reflection at a celebration of life. There may also be opportunities to support other work such as the maintenance of Sheffield Manor Lodge grounds.

MAIN RESPONSIBILITIES

- Carry out routine gardening and Landscape works across Manor Oaks Park.
- Take responsibility for specific specialist garden features and areas as agreed.
- Maintain all machinery, tools and equipment in good and safe working order.
- Provide an approachable, polite and friendly point of contact on site for the public.
- To supervise volunteers as requested by the Community Park Ranger.
- Develop own skills and knowledge in a way that supports the continuous quality and improvement of the Manor Oaks Park landscape.
- Undertake any other duties, as requested by your Line Manager, commensurate with the level of the post and the aims of The Green Estate Community Interest Company.

Person Specification

ESSENTIAL

- Prior experience of maintaining formal gardens.
- Understanding of Health & Safety principles and proper tool use.
- Able to work both independently and as part of a team as required.
- Able to work flexibly to meet the needs of the team.
- Able to engage in outdoor manual work.

DESIRABLE

- RHS Level 2 in Horticulture

ORGANISATIONAL OBJECTIVES, VALUES AND BEHAVIOURS

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

Job Specification

SALARY: £11.45 per hour.

CONTRACT: Variable hour contract

FREQUENCY OF PAY: Monthly (on 25th of the month) one month in arrears

PENSION: A company stakeholder pension scheme (subject to joining qualifications)

WORKING HOURS: As and when required to fulfil the needs of the business which will be mutually agreed.

LOCATION: Green Estate site, Manor Lane, Sheffield, S2

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. This period may occasionally be extended.

ANNUAL LEAVE: 31 days per annum pro rata (including bank holidays). The holiday year runs from January 1st to December 31st.

DBS DISCLOSURE: DBS check required in order to supervise activities.

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 offers:-

- A worksite situated in 14 hectares of beautifully landscaped and natural parkland containing a scheduled ancient monument
- Working for a social enterprise with community values
- Transport links and free parking, close to Sheffield City Centre
- Company sick pay
- Staff and social events

Signed by Employee:

Name: _____ Signature: _____

Date: _____