



# The Green Estate Community Interest Company

Parks Assistant (One Year Fixed Term)



April 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: Parks Assistant – 1 year Fixed Term Contract with potential to go permanent

RESPONSIBLE TO: Head of Urban Green Spaces

RESPONSIBLE FOR: Parks Management

### OVERALL PURPOSE OF JOB:

The Green Estate is a community interest company whose purpose is to grow engaging, adaptive and resilient urban places. We are one of only 15 organisations who the King selected for the prestigious King's Award for Enterprise in Sustainable Development.

You will be joining an experienced and well-established team of Parks Operatives, who maintain and develop quality green space in urban settings, including Manor Fields Park which has won the prestigious Green Flag Award multiple years in a row. You would learn about effective grounds maintenance, proper tool and machinery use and how to maintain a professional presence while working in a public space.

This role is ideal for someone looking to start or develop their career in landscape development and parks maintenance. Especially for an individual who can work as part of a team and learn from our skilled operatives. You must be committed to good Health & Safety practices to ensure you and your coworkers aren't harmed and that the organisation meets its legal requirements.

You will be part of a unique, ambitious and friendly social enterprise and community. Our headquarters are set in 42 hectares of beautiful heritage landscape in Sheffield and we work across the UK and EU.

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## MAIN RESPONSIBILITIES

- Assisting with, grounds maintenance, parks management and other on-site maintenance and other ad-hoc landscape works.
  - To be a capable and effective member of each team with which you are placed.
  - To operate machinery as required (following certification and induction)
  - To maintain a safe and secure working environment at all times
  - To assist all operational teams in ensuring work cabins, yard, tools and vehicles are clean and safe.
  - To occasionally work away from Sheffield to deliver landscape works, staying overnight if required.
  - To be flexible in your approach to work, switching between tasks and teams as the priorities of the workload require.
  - Ensure all work is undertaken to Green Estate policies (e.g. GDPR, environmental and health and safety policies)
  - Ensure that the public face of the Green Estate is properly represented in accordance with the Green Estate Code of Conduct at all times whilst at work and in works vehicles.
  - To wear GE uniform at all times while working.
  - To undertake any other duties, as requested by your line manager, Director or the CEO which are commensurate with the level of the post and the purpose of The Green Estate CIC.
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## PERSON SPECIFICATION

### ESSENTIAL

- Ability to work in the S2 community
- Practical landscaping skills
- Able to follow direct instructions from a supervisor and listen to feedback
- Experience of working outdoors in all weather conditions
- Ability to communicate professionally with coworkers, clients and members of the public
- Ability to solve problems and work under your own initiative.
- Ability to work co-operatively as part of a team.
- A willingness to work with our volunteers
- A willingness to train and expand personal skills base.
- Must be willing to learn work based IT systems i.e. Health & Safety Software
- Committed to following Health and Safety Practices

### DESIRABLE

- Experience of soft landscaping/maintenance to include use of handheld machinery and mowers
- Experience of various types of landscape techniques
- Experience of working as part of a small team
- Understanding of team efficiency and how this impacts productivity
- Experience of small landscape machinery
- An understanding of the issues involved in working within the inner city estates.
- Previous training in key areas of Health & Safety, such as manual handling.
- Ability to organise workload of self and others effectively
- Hold a current Driving License
- Confident with a range of IT programmes, including Word, Excel and Outlook.

### 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: £22,308 per annum

PENSION: We auto enrol staff who meet the threshold into the company's stakeholder pension scheme.

WORKING HOURS: 37.5 hours per week, Monday to Friday, 8.00am to 4.00pm

LOCATION: Required to work on site at The Green Estate CIC HQ, 389 Manor Lane, S2 1UL

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: 31 days per annum pro rata (this includes all bank holidays)

DBS DISCLOSURE: Enhanced DBS is required as we maintain school contracts.

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, life assurance policy, company sick pay and annual social events.

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# The Green Estate Community Interest Company

Company number **04801730**

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

