



The Green Estate Community Interest Company

Horticulture Production Manager



May 2024

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.

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



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.



The Job

JOB TITLE: Horticulture Production Manager
(1 year fixed term with potential to be permanent)

RESPONSIBLE TO: Senior Production Manager

RESPONSIBLE FOR: Production and Warehouse Teams

OVERALL PURPOSE OF JOB:

This will be a varied and rewarding role to support the Senior Production Manager in the delivery of commercial landscapes' horticultural products for both Green Estate and Pictorial Meadows at UK sites and abroad. You will be responsible for leading, coaching and developing a small production team, ensuring systems and training are put in place and well managed to achieve the annual production and delivery targets for commercial sales.

There is a strong horticultural and systems-based element to this job requiring strict quality control, plant husbandry and good record keeping, advising and teaching. You will be required to build and maintain good relationships and communications with external partners, suppliers, customers, and internal cross departmental staff.

You will have strong leadership and management skills, be organised, have attention to detail, the ability to understand financial numbers, develop systems and a proven and developing knowledge base of horticultural products, and operational health & safety.

To lead, oversee and manage both people and resources for Green Estates on and off-site turf production and Pictorial Meadows seed mix production with all associated order fulfilment tasks. To develop other on-site production programmes where a commercial case has been made.

MAIN RESPONSIBILITIES

- Develop annual turf and seed production schedule in line with annual forecast
 - Assist with purchase of all raw materials to produce required stock levels
 - Grow and process require stock in line with commercial requirements
 - Report on all stock levels making sure they remain at the forecasted levels
 - Select equipment and be responsible for its maintenance
 - Responsible for quality control reports for all PM turf at all Growers sites in UK and abroad
 - Carry out crop walking, pest and disease monitoring, crop husbandry, good field hygiene
 - Document, implement, and maintain growing best practices.
 - Manage all production space to high standards of safety and efficiency
 - Ensure that all production areas are welcoming, professional and engaging.
 - Ensure order fulfillment and dispatch, to specification, on-time, every time
 - Oversee product research and development, including data collection and analysis.
 - Directly manage, coach, train and develop a highly motivated production team
 - Ensure the delivery of annual KPIs for the production team
 - Work closely with sales team to ensure product forecasts and customer deliveries are aligned.
 - Encourage and support an open communication policy with all employees to establish and meet objectives to build trust and effective teamwork and encourage employee involvement.
 - Assist at all levels of GE and PM Meadows Marketing and PR including supporting talks, presentations, training, trade shows and tours, including acting as the coordinator for the events.
 - Ensure all health and safety requirements are followed, with any accidents or near misses accurately recorded, risk assessments and method statements regularly reviewed.
 - Undertake any other duties, as requested by your line manager, commensurate with the level of the post and the aims of Green Estate.
 - Responsible for onsite seed production planning/harvesting/cleaning
 - Writing/updating systems and procedures.
 - Responsible for Seed import and export.
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PERSON SPECIFICATION

ESSENTIAL

- Horticultural Qualification and/or proven experience and skills in commercial plant/nursery stock/horticultural growing and production, in a commercial horticulture environment.
- Demonstrable understanding of commercial production cycles, and horticulture planning.
- Up to date knowledge of industry changes, including new laws, regulations and growing and production techniques.
- Proactive communicator, with a collaborative approach.
- Experience in a management or supervisory role.
- Excellent report writing skills using Microsoft Office packages.
- Excellent organisational skills and process driven, with demonstrable understanding of a seasonal business.
- Experience with budgets and resource management.
- Commitment to effective health and safety practices.
- Analytical skills to effectively analyse business data and draw accurate conclusions
- Negotiation skills to successfully handle work programmes, purchases, and contracts
- Excellent time-management and organisational skills to be able to deliver on numerous activities simultaneously.
- Proven commitment to inclusion, diversity, and equality
- Clear understanding and authentic commitment to The Green Estate purpose and values.

DESIRABLE

- Experience of training, coaching and upskilling staff.
- A qualification in Health & Safety, such as IOSH.

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.

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 fully on site but flexible and hybrid working options are available.

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: Not required for this role.

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.

The Green Estate Community Interest Company

Company number **04801730**

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Websites: www.greenestate.org www.pictorialmeadows.co.uk

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