



The Green Estate Community Interest Company

Landscape Assistant



September 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: Landscape Assistant
(One Year Fixed Term)

RESPONSIBLE TO: Landscape Manager

RESPONSIBLE FOR: Commercial Landscape Delivery

OVERALL PURPOSE OF JOB:

Would you like to join a passionate team of Landscape Managers in delivering transformative projects with adaptation and resilience at their heart?

The Green Estate CIC is an award-winning company, recognised by the Kings Award for Sustainability and the Pro Landscaper Sustainability & Biodiversity Awards. We also host the Pictorial Meadows brand, a collection of wildflower meadow seeds and turf that create long lasting high impact displays that are climate resilient and increase pollinators.

The successful applicant will be joining a team whose mission is to grow engaging, adaptive and resilient urban places across the UK and are committed to continuous learning and development. It would involve working under the direction of Landscape Managers on projects such as Sheffield's Grey to Green and the Mansfield Sustainable Urban Drainage Scheme.

MAIN RESPONSIBILITIES

- Assist the Commercial Landscapes and on-site teams as required switching between teams as the priority of workload dictates; assisting with Meadow installation and maintenance, grounds maintenance, green roof maintenance, parks maintenance and other ad-hoc landscape works as required.
 - Follow instruction on landscaping work and meet the requested quality standard.
 - Operate machinery as required (following certification and induction)
 - Maintain a safe and secure working environment at all times
 - Working at heights as required for green roof contracts (following certification and induction)
 - Assist all operational teams in ensuring work cabins, yard, tools and vehicles are clean and safe.
 - Occasionally work away from Sheffield to deliver landscape works, staying overnight if required
 - Be willing to change priorities and tasks based on changes in weather patterns and the needs of our clients.
 - Ensure all work is undertaken to Green Estate policies (e.g. health and safety policies).
 - Use the Atlas digital platform for accessing risk assessments and logging incidents.
 - 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, in works vehicles and wearing GE uniform at all times.
 - Ensure you hold a current CSCS card (financial support is available if you do not currently hold one).
 - Undertake any other duties, as requested by your Line Manager, commensurate with the level of the job and the aims of the Green Estate.
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PERSON SPECIFICATION

ESSENTIAL

- Have a valid UK drivers licence
- Previous experience of landscape techniques, preferably including experience of using handheld machinery and mowers.
- Previous experience of using small ride on landscape machinery.
- Have a cooperative mindset and the ability to work effectively in diverse teams
- Experience of working under supervision
- Be willing to work outdoors in all weather conditions.
- A commitment to safe working practice and working to relevant Health and Safety Law including manual handling.
- Have effective communication skills, both verbal and written, adapting to diverse communication styles.
- Able to complete tasks without supervision and solve problems while keeping within the constraints of the project, i.e. budgets.
- Be willing to attend training and expand personal skills based on project requirements.

DESIRABLE

- Preferably certificates to recognised national level in some of the following: - H&S awareness, LANTRA awards and similar machinery licenses, horticultural and agricultural qualifications.
- Hold a UK Trailer licence
- An understanding of the issues involved in working within the inner city estates.
- Experience of driving vans for work purposes.
- Experience of completing landscaping work from drawings

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 £22,317.75 per annum.

PENSION: We offer entry to the company's stakeholder pension scheme after 3 months into post

WORKING HOURS: The standard working hours for this post are 5 days per week (37.5 hours total) working Monday to Friday, 8am – 4pm. There are overtime opportunities for working on projects outside of South Yorkshire or at unsocial hours. Flexible working may be requested and time in lieu (toil) systems are in place.

LOCATION: You will start and end each day at The Green Estate site, Manor Lane, Sheffield, S2 1UL but your working day will 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: 31 days per annum pro rata (this includes all bank holidays)

DBS DISCLOSURE: Enhanced DBS check required to meet the needs of our education and care clients.

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**

Address: Manor Oaks Farm House, 389 Manor Lane, Sheffield, S21UL

Tel: 0114 2762828

Email: info@greenestate.org

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

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