

Horticultural Production Operative - Turf, Seed & Soil (Maternity Cover)

November 2026

30 hours per week

Job Information Pack

the green estate | COMMUNITY INTEREST COMPANY

THE KING'S AWARDS FOR ENTERPRISE 2023 SUSTAINABLE DEVELOPMENT

PEOPLE + PLANET FIRST Verified

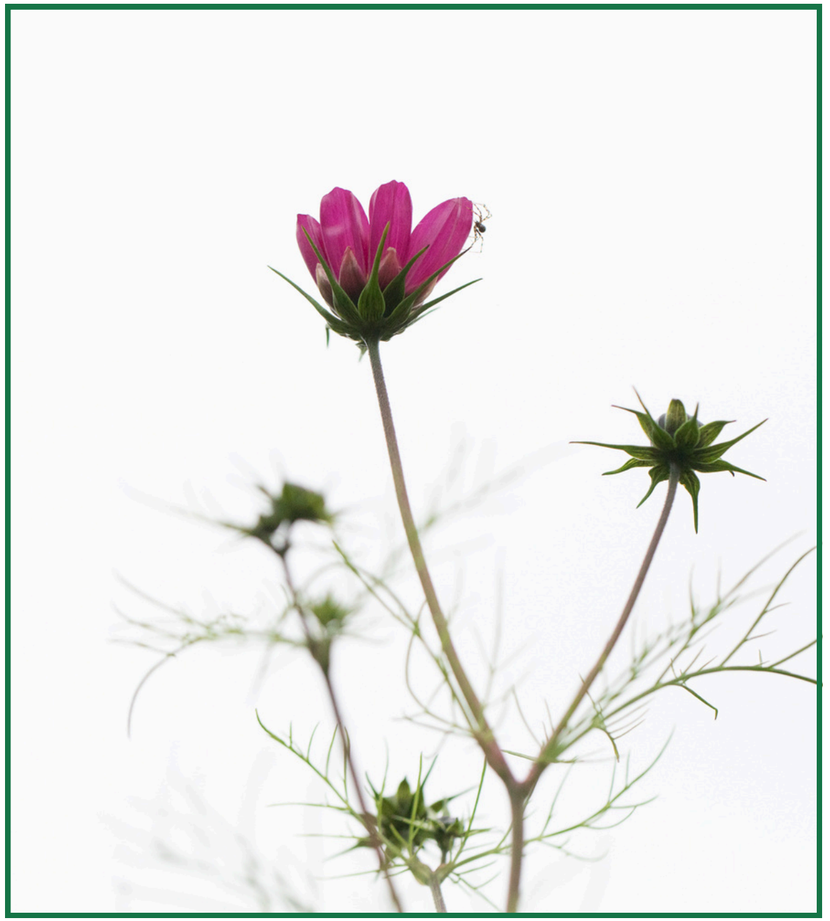
Welcome

About Us

Thank you for your interest in working with us at The Green Estate Community Interest Company. In this Job Pack, you will find information about the company, our mission, values and goals, the team, and details of the job role. We look forward to receiving your application.

Please note this is a fixed term vacancy to cover maternity leave. We would like the successful applicant to start as soon as possible, with the contract expected to end on 10th November 2027.

30 hours per week over 4 days, 8.00am to 4.00pm, including Fridays. The other 3 days can be negotiated (Mon/Tue/Wed/Thu)



Who we are

About Us

The Green Estate Community Interest Company is a social enterprise rooted in South Yorkshire with national and international reach. Our mission is to grow green and resilient urban places for people and nature to thrive. We were originally set up in 2003 as a heritage and environmental regeneration project in the Manor area of Sheffield. The Green Estate team of 60 staff, 40+volunteers and partners have turned 42 hectares of derelict land and heritage buildings into a unique, beautiful and sustainable landscape for people and nature to enjoy for generations to come. Our remarkable site has roots back to the 12th century, and you can learn more about its history here. You can also find out more about our international nature-based solutions business including our renowned Pictorial Meadows here.

We are now a multiple award-winning organisation that acts as a beacon for place-based urban resilience with a social, economic and environmental impact on our local community and beyond. Our 2030 ambition is to become a national Place-based Urban Resilience Demonstrator.

Where there were old derelict buildings considered a liability, there is now £9 million-worth of heritage facilities. Where there was no-go wasteland with burnt-out cars and antisocial behaviour, there is now beautiful urban meadows, sustainable urban drainage systems and a circular economy green recycling unit. Where there was stigma, abandonment and disillusionment, there is now innovation, partnership and hope.

We work across education, offer inspirational visitor experiences, support other community enterprises on our site, design and deliver innovative nature-based solutions, and care for the green spaces in our ward – demonstrating place-based urban resilience in action. In 2023, our work was recognised by the King with the prestigious King's Award for Enterprise in Sustainable Development. In 2024, we were named Green Innovation Business of the Year and the overall Winner of Winners in the British Chamber Business Awards. We are also proud to have achieved the People and Planet First verification for businesses tackling social and environmental issues.

Our Mission

Our **mission** and **values** guide us in our Roots to Resilience.

Together
One team and working in partnership

Grow
Nurture and cultivate

Green
Nature-based solutions, sustainability, regenerative/circular, e.g. Peat-Free Compost, Grey to Green

Together we grow green and resilient urban places for people and nature to thrive

Resilient
Prepared and able to cope with expected and unexpected challenges, e.g. strong community infrastructure and facilities, sustainable drainage systems, renewable energy, skills, etc.

Urban Places
Cities, towns, densely populated areas

People and Nature to Thrive
Recognising that we are entwined with the natural ecosystem. Focusing on action which enables this ecosystem to grow successfully. Resulting in multiple benefits; health and wellbeing, biodiversity, climate resilience and economic

Our Values

Our values reflect the essence and uniqueness of The Green Estate CIC. They remind all of us and show others what matters to us, how we make decisions, and how we think and act in common purpose to achieve our mission.

Integrity: We act as one team with integrity across all of our work.

Impact: We care for our local roots and work at place level with nature, heritage and communities to improve health, biodiversity, the economy and climate resilience.

Collaboration: We will seek to work in partnership with people and organisations who share our purpose and values to achieve multiple benefits for people and nature.

Innovation: We work with an entrepreneurial mindset using our assets to innovate and generate practical, sustainable solutions with added environmental, social, and economic value.

Influence: We demonstrate and shine a light on the art of the possible to influence policies, practice, and systemic change for the common global good.

Our Goals

For our path of Roots to Resilience, we have set six goals to focus on for 2028.

01. **Place-based Urban Resilience:** We will have co-designed a blueprint for place-based urban resilience, to increase awareness and understanding of how to grow green and resilient urban places for people and nature to thrive.

02. **Nature-based Solutions:** We will have developed new innovations and grown our nature-based solutions across the UK and the EU, to become market leaders in resilience horticulture and increase our investment in community impact close to home.

03. **Growing Communities:** We will have scaled up our growing communities programme, so more people feel connected with each other, with nature and green space and with growing their own food.

04. **Flourishing Futures:** By 2028, we will have unlocked the potential of our heritage, expertise, resources and networks to enable children, young people and their families to flourish and create a brighter future for generations to come.

05. **Greenest Estate:** We will have improved access to quality green space in Manor Castle ward, so it becomes known as one of the greenest estates in Britain helping people and nature to thrive.

06. **Sustainable Business:** We will have improved our working conditions and sustainability credentials so our team and organisation can thrive.

Job Purpose

Job Role

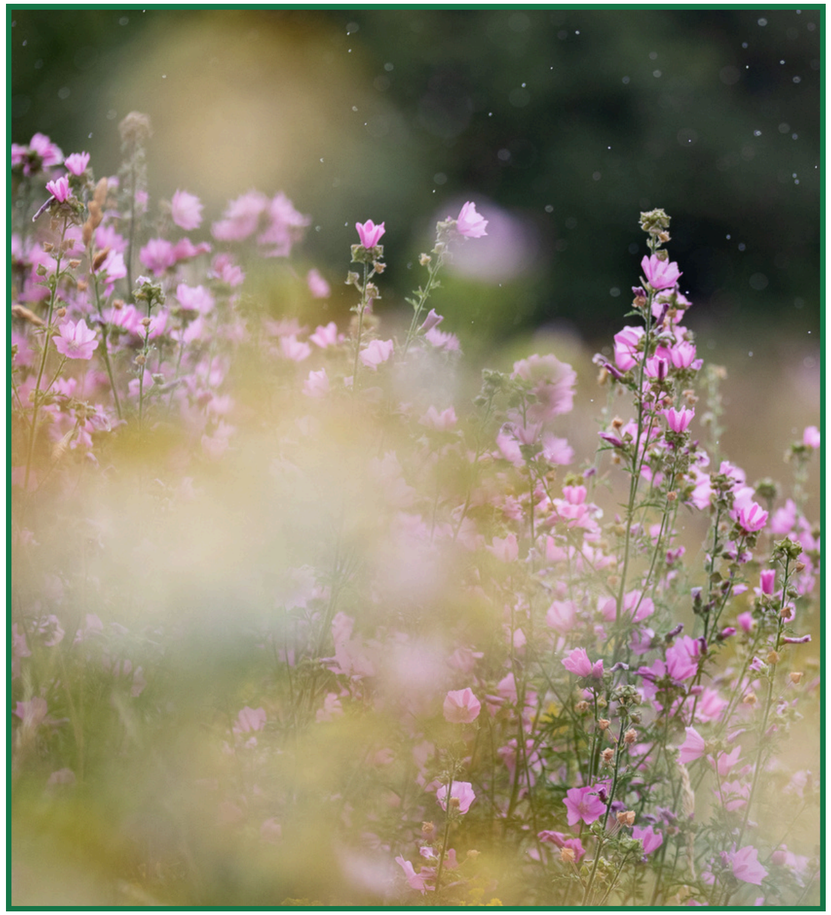
Responsible to: Horticulture Production Manager

Responsible for: Volunteers (if required)

This role supports the general running of the Production Department, with a focus on assisting in meadow turf, seed, and soil production operations, while ensuring the highest standards of quality an efficiency are maintained.

You will play a key role in the development and maintenance of meadow products, working in line with forecasts from planting through to final product. The role also involves contributing to innovation projects and overseeing the operaton and maintenance of machinery, equipment, and irrigation systems, ensuring all turf produced meets stringent quality standards.

This is a varied and hands-on role within a collaborative team, offering opportunities to contribute to sustainable and innovative horticultural practices.



Key Responsibilities

Job Role

Main Responsibilities

Seed and Turf Production

1. Assist with all turf production on Manor Oaks site and quality control of meadow turf products with other Green Estate growers
2. Assist the Horticulture Production Manager in all aspects of turf order fulfilment on Manor Oaks site to a high standard
3. Responsible for the routine maintenance of equipment including irrigation systems
4. Responsible for ensuring Manor Oaks turf production fields and demonstration meadows are maintained to a high standard
5. Responsible for on-site seed production including preparation, sowing, maintaining parent plants, harvesting, and processing seeds to supply Pictorial Meadows with good quality seed products, including data collection
6. Assist the Horticulture Production Manager in setting an agreed work programme, ensuring that all work is prioritised according to need
7. Assist with R&D work relating to meadows as required
8. Assist with practical delivery, establishment and maintenance of meadow planting contracts as required.
9. To visit our Growers as required to complete quality assessment visits.

Green Waste Recycling, Substrates and Compost production

1. Operating machinery as required for recycling processes including telehandlers and loading shovels.
2. When requested, act as a first point of contact at the site office for customers, taking cash payments and directing traffic as required.
3. To monitor and keep written records of the compost process at each stage as directed.
4. To maintain licenses and accreditation, such as WAMITAB, NPORS and HACCP.
5. To support the creation of substrate products.

General

1. Responsible for the operation of machinery and equipment including the upkeep in a good and safe working order, stored safely and securely as required, particularly tractors and mounted equipment (following certification and induction)
2. Ensure all Health & Safety procedures are followed and support the writing of risk assessments and method statements, provide regular Health and Safety check sheets and COSHH reports, log issues using computer software and phone apps as required
3. Provide a reliable presence in the workplace, setting good examples of punctuality, behaviour, work ethic, and adherence to company policies and procedures.
4. To be flexible in your approach to work, to work effectively and positively to solve problems.
5. To provide excellent customer service and build positive customer relationships.
6. To maintain sites so they remain safe, secure, and tidy.
7. Work effectively with good clear communication with the meadow services team, the Landscape Managers, Customer Success team and other internal staff and customers to ensure that all works can be delivered safely, to schedule, on time and to a high quality
8. To attend and contribute to meetings as and when requested.
9. To provide landscape maintenance on the site if required.
10. Support with the delivery of installation and maintenance projects, if required.
11. Contribute actively to the success of our Nature Based Solutions and the whole company through active participation in continuous improvement processes.
12. Undertake any other duties, as requested by your Line Manager, commensurate with the level of responsibility of the job and the aims of The Green Estate CIC

Person Specification

Job Role

Essential Experience

- Full UK driving license, ability and willingness to drive company vehicles
- Experience with establishing planting and landscape maintenance
- Able to use Microsoft Outlook and Word and complete data entry into Excel spreadsheets
- Highly organised and proven ability to work to company systems and processes
- Proven ability to effectively manage own workload, multiple tasks, and projects
- Willing to use digital photography and smart phone apps
- Clear understanding and authentic commitment to The Green Estate purpose and values

Skills and Attributes

- Self-motivated and highly organised
- Committed to following health and safety procedures in the workplace
- Excellent communication skills, with the ability to work as part of a team or independently depending on the task
- Able to respond to change as work is influenced by the weather and client need
- A willingness to train and expand personal skills base
- Reliable and an excellent timekeeper
- Good attention to detail
- Able to follow routine manual handling procedures

Desirable

- Experience and confidence in using landscape machinery such as tractors, hand mowers, hedge cutters, strimmers
- ·An understanding of machinery safety and maintenance
- ·Trailer licence & experience of driving with trailers on the public highways
- ·An understanding of the issues involved in working within urban public environments
- ·A desire to work for a social enterprise.
- ·Knowledge of Excel spreadsheet formulas.
- ·RHS or Horticultural level 2 or equivalent proven experience
- ·PA1 PA2 Pesticide certification
- ·Experience of driving JCB, Loading Shovel or willing to learn.
- ·Experience of customer service.
- ·Experience of logistics operations

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

Job Role

Salary	£20,982 per annum which is pro rata the full time equivalent of £26,227.50. (As a guide, for a 9 month contract the actual payable salary would be approx. £15,736)
Pension	We offer entry to the company's stakeholder pension in line with auto enrolment.
Working hours	Normal full time hours are 37.5 per week, 8.00am to 4.00pm Monday to Friday. This role is 30 hours per week working 4 days including Fridays (other days to be negotiated)
Location	449 Manor Lane, Sheffield, S2 1UP
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), which increases to 36 with length of service.
DBS disclosure	Enhanced DBS check is required.
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 request.



Benefits

Job Role

- A workplace 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
- Westfield Health
- Discounts such as gym memberships, shopping discount codes, cinema discounts
- Holiday allowance 31 days per annum pro rata (includes bank holidays) increases to 36 days relating to length of service
- Flexible working where possible
- Employee assistance programme
- Paid time to volunteer in Manor & Castle Ward
- Enhanced company sick pay and maternity pay
- Entry to the company's stakeholder pension in line with auto enrolment
- Staff and social events



We are a Living Wage Employer

Contact Us

Email frontdesk@greenestate.org
Telephone 0114 276 2828
Website greenestate.org.uk



the green estate | COMMUNITY INTEREST COMPANY

THE KINGS AWARDS FOR ENTERPRISE 2023 SUSTAINABLE DEVELOPMENT

NATIONAL WINNER

WINNER OF WINNERS

GREEN INNOVATION

BUSINESS OF THE YEAR NATIONAL WINNER

PEOPLE + PLANET FIRST Verified