

<b>Role:</b> Estate Worker	<b>Business Function:</b> Highlands & Islands
<b>Reports to:</b> Head Gardener, Inverewe Garden	<b>Pay Band/Starting Salary:</b> Grade 2 Upper £25,483 - £26,907 pro-rata, per annum
<b>Location:</b> Inverewe Garden, Poolewe, Achnasheen, IV22 2LG	<b>Type of Contract:</b> Permanent <b>Core Hours:</b> 32 hours per week to be worked on days and times to be agreed with the line manager

### **JOB PURPOSE**

We are seeking an Estate Worker to join our team with horticultural experience. The ideal candidate will have prior experience in grounds maintenance duties and an understanding of health and safety protocols ensuring that work equipment and machinery are maintained to best management standards, complying with current legislation and maximising safety and operational effectiveness of the Garden to the benefit of staff and visitors.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

1. At the request of the Head Gardener, provide input to Gardens development issues where these relate to machinery maintenance and equipment repair, and replacement of equipment.
2. When breakdowns in machinery and equipment do occur, ensure that repairs are carried out timeously and effectively to minimise impact on the running of the Garden, liaising with the Garden Team and other Trust staff when required. Keeping accurate records with regards to machinery use, weekly checks, servicing and repairs
3. Assisting the Gardener Team with general horticultural duties to the required standards expected by the Trust and for the maximum safety of, and enjoyment by, visitors. Activities may include:
  - Undertaking practical maintenance of the garden (e.g., managing shrubs and herbaceous borders
  - Grass-cutting, scarification, strimming, hedge-cutting and raking/collection.
  - Cutting of lawn edges
  - To care and provide maintenance of trees on site to include low level pruning, clearance and replanting.
  - Hand-weeding of beds and borders
  - Application of mulches and compost
  - Raking gravel paths
  - Refuse disposal
4. Assisting as required with the general enjoyment of the garden by:

- Responding to general visitor enquiries.
- Assisting at events held within the garden.
- Working with the full-time staff to foster positive relationships with local communities, visitors and promoting the work of the Trust, and actively seeking opportunities to increase Trust membership.
- Working with volunteers to ensure they deliver required outputs at the appropriate standard and gain benefits from their volunteering.
- Ensuring compliance with the Trust's health, safety and environment policies and procedures to ensure the safety of staff, volunteers and visitors. This includes recognition of the Trust's environmental policy with respect to sustainable gardening policies.
- Undertaking such other reasonable duties as may from time to time be required to ensure the smooth running of the property as required by the Head Gardener.

This role does not require you to undertake a criminal record.

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

- Horticultural or Land based NVQ level 2 qualification or previous gardening or grounds-keeping experience is highly desirable.
- Driving License, valid for driving within the UK

### **Experience**

#### **Essential**

- Adaptable and flexible to prioritizing reactive programs of work in season to focus on the visitor experience and operational integrity of the Garden.
- Able to prioritise and use initiative when assessing situations whilst judging when to seek further guidance/advice/instruction.
- Mechanical knowledge and the ability to carry out basic repairs to machinery and servicing of machinery like chipper/shredders, mowers and chainsaws for instance.
- Sound demonstrable knowledge of work equipment competency skills and experience.
- Should be experienced in the use of a wide range of hand tools and basic machinery / equipment (e.g., lawn mowers, strimmer)
- Excellent interpersonal and communication skills, confident in interacting and dealing with a wide range of people, and able to represent the Trust.
- Capable of working effectively within a team environment, but equally able to work unsupervised.
- Good organisational and time management skills – including the ability to prioritise work where necessary.
- Must have a genuine understanding of, and belief in, the work of the National Trust for Scotland
- Solid interest in gardening with at least basic gardening skills and enthusiasm and practical experience.

- Sound practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these processes
- Competent IT skills sufficient for use of the internet and for completing intranet training modules.

### Desirable

- A genuine love for gardening and grounds maintenance is highly desirable.
- Experience of working in a garden open to the public
- NPTC- CS 30 and 31.
- LANTRA certificated, or acceptable alternative in use of Agriculture machinery (mini tractor with attachments), chipper/shredder, stump-grinders, chainsaws, winches, mowers, hedge-cutters, brush cutters, and strimmers or willingness/ability to be trained.
- Basic joinery skills
- A full clean driving license, valid for driving within the UK

## **DIMENSIONS AND SCOPE OF JOB**

### People Management

- Will work closely with the Head Gardener/Garden Team and other property staff.
- Will have daily interaction with members of the public of all ages and abilities during the visitor Season.

### Finance Management

- Not a budget-holder but will be expected to take responsibility for effective management of Trust resources in the allocated areas (e.g., materials etc)

### Tools / equipment / systems

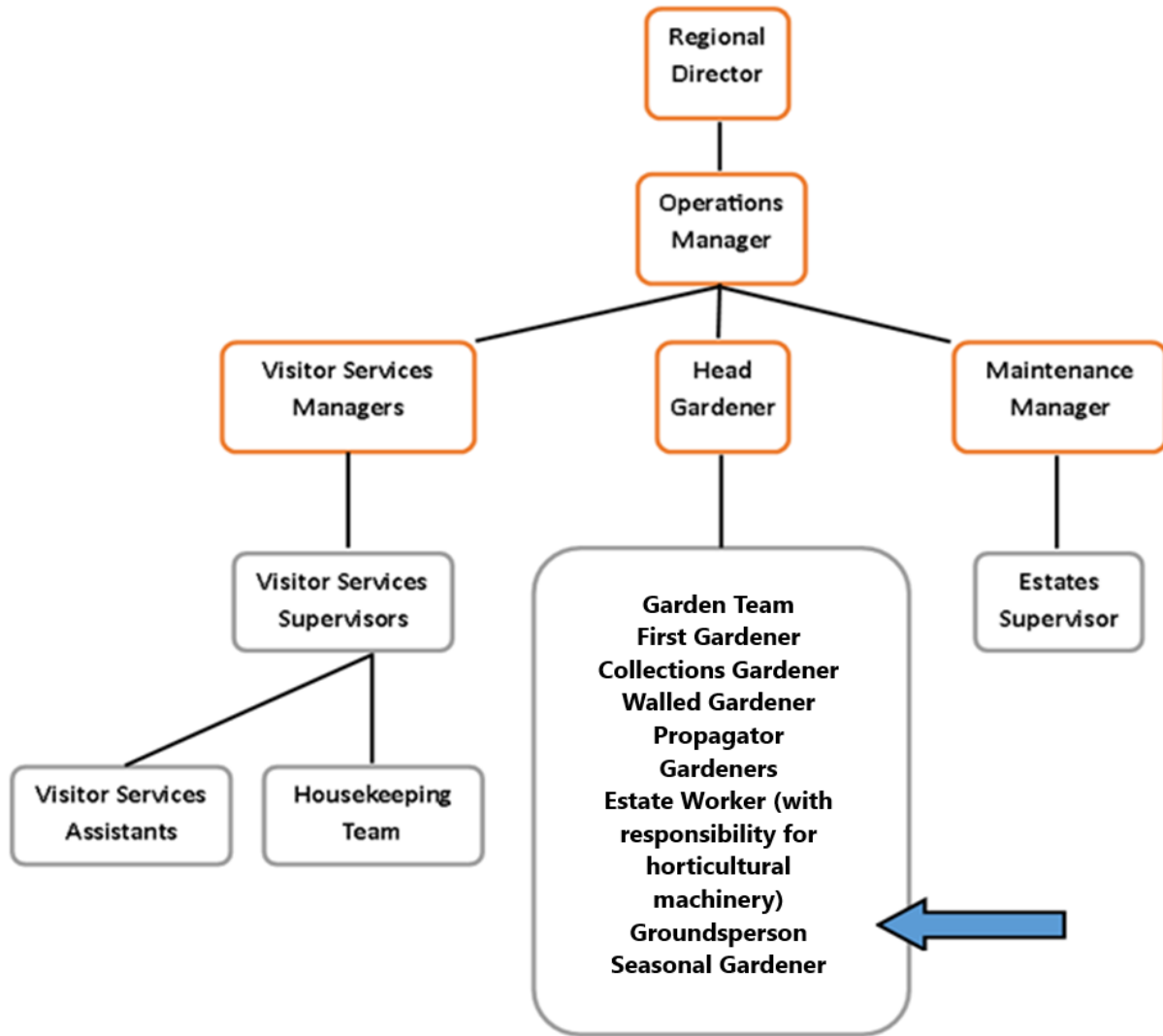
- Will keep the maintenance schedules and standards of work equipment and machinery on site serviceable and safe for operational staff to work with
- Will be a frequent user of powered tools such as mowers, strimmers, hedge-cutters, chippers, and shredders.
- Will be a frequent user of hand tools such as spades, forks, trowels, rakes, hoes, shears, and secateurs.
- Will be a user of driven vehicles such as tractors, ride-on mowers and road vehicles.
- Maintain Garden benches and signage.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

### Other information

This job involves considerable outdoor physical activity in all weathers.

PLACE IN ORGANISATIONAL STRUCTURE:



Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 26<sup>th</sup> January 2025. Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Estate Worker - Inverewe"