

<b>Role:</b> Gardener	<b>Region:</b> Edinburgh and East
<b>Reports to:</b> Head Gardener	<b>Pay Band:</b> Grade 2 Lower (£26,208 Per Annum)
<b>Location:</b> Newhailes House and Gardens, Newhailes Road, Musselburgh, East Lothian, EH21 6RY	<b>Type of Contract:</b> Permanent, Full-Time, 40 Hours Per Week)
<b>Terms and conditions</b> <i>The post is subject to the standard terms and conditions provided with the application pack and the following special terms also apply; hours of work = 40 per week on 5 days out of 7 days and at times to suit the needs of the job (this will include regular weekend duties on a rota basis).</i>	

### **KEY PURPOSE**

To assist and support the property and gardens team in the conservation, care and presentation of the property's kitchen garden, designed landscape and estate, ensuring that all areas are maintained to the highest standards and to the enjoyment of all visitors and supporters, whether through delegation to other staff/volunteers, or personal work. The garden is managed, maintained, and developed to provide produce to sell on site, and to use in the café, contributing to the property's overall conservation and development, and its enjoyment by visitors and supporters. Newhailes is an 84-acre designed landscape including woodland, water gardens, playpark, market garden, follies, open fields and arable land.

### **KEY RESPONSIBILITIES**

The Key Purposes of the job will be met by:

- Undertaking practical maintenance of the garden (e.g., managing trees and shrubs, herbaceous plants, bulbs, fruit and vegetables; turf care; pest/disease/weed control; biosecurity, plant propagation, irrigation, staking, plant nutrition, composting and soil improvement to the required standards expected by the Trust and for the maximum safety of, and enjoyment by visitors.
- Plantsmanship (e.g., the identification, knowledge and understanding of this high calibre plant collection, including recording and labelling using IrisBG database of individual plants and recognised collections).
- Fostering positive relationships with local communities and organisations and promote the work of the Trust.
- Resource management. Ensuring effective and efficient use of machinery, equipment, materials, and all other resources.
- Working to the Trust's Environmental Policy with respect to sustainable gardening activities, including energy, water, peat, and pesticide use.
- On occasion, supervising and working with volunteers and/or staff members to ensure they deliver required outputs at the appropriate standard, and gain benefit/satisfaction from their activities.
- By the nature of the role, there will be periods of lone working, the candidate will demonstrate good self-motivation, organisation, ability to plan, prioritise and manage own and others' time.
- Customer service and care delivered to a high standard to ensure that the property's reputation for excellence is maintained and enhanced.
- 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.
- Ensuring compliance with the Trust's health, safety, and environment policies and procedures.
- Helping elsewhere on the estate where necessary, in support of wider public engagement events.

Your role is one for which the duties/responsibilities/accountabilities of the role require you to become a member of the Protection of Vulnerable Groups (PVG) scheme, which replaces the 'Enhanced Disclosure' check and is administered by Disclosure Scotland.

## **SCOPE OF JOB**

### **Context**

Situated in 34 hectares of parkland and woodland, Newhailes House and Gardens was originally laid out to impress visitors by stimulating their senses. It once contained a series of impressive garden features, including an atmospheric shell grotto, an elegant summerhouse, water gardens with water cascades combined with quieter, reflective pools, and a beautiful walled flower garden. Our half-acre market garden produces fruit and vegetables for the Stables Café kitchen and any abundance is sold through our shop. We are currently trialling a No-Dig technique in the Market Garden.

### **People Management**

- Not a line manager but will, on occasion, supervise volunteers and staff under instructions from Head Gardener.
- Will work closely with other property colleagues and, will have some interaction with other technical/specialist advisory colleagues based in other locations and departments (e.g. other NTS gardens).
- Will have regular (daily) interaction with members of the public and guests of all ages and abilities.

### **Tools/equipment**

- Will be a user of driven vehicles such as ride-on mowers and tractors.
- Will be a frequent user of powered tools including chainsaws, mowers, strimmers, hedgecutters.
- Will be a frequent user of hand-tools including spades, forks, trowels, rakes, hoes, shears and secateurs.

---

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

The above outlines the key skills the post-holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

### **Essential**

- A qualification in horticulture at HNC/RHS Level 2/ SVQ Level 3 or equivalent; or demonstrable equivalent knowledge.
- Practical experience in general amenity gardening ideally in a garden open to the public.
- Demonstrable skills in plant husbandry, particularly trees, shrubs, vegetable production, herbaceous plants, turf culture and pruning.
- Sound demonstrable plant knowledge and identification skills.
- PA1 and PA6 spraying certificates, or willingness to be trained in the use of pesticides and to use that training.
- Sound knowledge of basic tool and machinery use and maintenance.
- Some practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these processes.
- Excellent interpersonal and communication skills; confident in interacting and dealing with a wide range of people; and able to represent the Trust.
- Good organisational and time-management skills – including the ability to prioritise work where necessary and the ability to work using own initiative, in the absence of direct line management.
- Eye for detail and finish, quality standard and best practice.
- Current full UK driving licence.

### **Desirable**

- Skills in arboricultural techniques, basic chain-saw certificates – CS30 & CS31, or willingness to be trained in the basic use of chainsaws and to use that training.
- Competency and self-sufficiency in use of IT (email, internet, word-processing, spreadsheets, databases).

- Experience of working in a mixed team that includes short-term/seasonal staff and/or volunteers.
- An appreciation of Scottish garden history in a general context.
- Current First Aid certification (or willingness to train and use).
- Demonstrable propagation skills and experience.
- Good practical skills and experience in all aspects of fruit and vegetable production and rotation.

The Key Responsibilities, Scope of Job, and Required 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 their general abilities.

---

### **How to Apply**

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 28<sup>th</sup> September 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, "Gardener - Newhailes"