



## GRIMSTHORPE & DRUMMOND CASTLE TRUST LIMITED

### JOB DESCRIPTION

Job Title	Head of Gardens and Landscapes
Reporting To	Managing Director
Hours	37.5 per week
Location	Grimsthorpe Castle
Overview	<p>The Head of Gardens &amp; Landscape will manage and supervise a team consisting of gardeners, estate workers and volunteers with oversight of contractors. The role is responsible for ensuring the existing layout and character of the gardens and landscape of Grimsthorpe Castle are maintained to a high standard.</p> <p>Research and development of historical landscape features and subsequent management proposals as required and assisting the resident Land Agent with the management of areas of SSSI, conservation projects and Park Management Plan.</p> <p>Responsible for managing the team, health and safety, budgets and paperwork relating to the gardens and landscape.</p>

#### DESCRIPTION OF MAIN RESPONSIBILITIES

- Research and develop an annual and long-term plan to structure routine and project work and that plan will be subject to review and approval by the Board of Directors.
- Motivate and monitor employees to achieve plan objectives.
- Responsible for organising all team members.
- Responsible for recruiting staff and managing trainees, set targets and monitor progress to ensure the efficient use of staff time.
- Deal with health and safety matters for the department staff and the garden premises and report to the health and safety committee meetings.
- Responsible for maintaining the full range of health and safety records to demonstrate compliance.
- Responsible for the preparation of forward annual budgets and costed work programmes for approval by the Board.
- Order all supplies, equipment and services for the departments in line with the budget and for checking invoices prior to payment.
- Oversee all horticultural and arboricultural activities in both specialist and non-specialist nature.
- Develop, plan and organise the required restoration and improvement commensurate with the conservation objectives of an historic property.
- Monitor the condition of the garden buildings, garden structures, roads, paths and other built garden features and report defects to the Estate Office.

- Liaise and work with contractors undertaking work within the gardens and landscape and organise routine work directly with contractors.
- Responsible for supervising the regular care and maintenance of garden machinery. Implement a machinery replacement programme.
- Act as an advocate for the estate and carry out an interpretive role with visitors and speak to organised groups about the history, horticulture, maintenance and development of the gardens and landscape.
- Responsible for the security of all horticultural machinery and equipment and for securing garden buildings and their contents and gates as instructed.
- Respond to occasional security alerts.

**General statement**

You may be asked to undertake additional roles and responsibilities from time to time as requested by the Managing Director, or other managers.

You must ensure you always comply with the policies and procedures of the organisation.

As part of your role, you are required to keep your skills up to date and to take part in training and development that is offered.