



GARDD DREFTADAETH ARBENNIG • HERITAGE GARDEN OF EXCELLENCE

## **Job Description and Person Specification**

**Job Title:** Senior Horticulturist and Trainer

**Location:** Aberglasney Gardens, Llangathen, Carmarthen, SA32 8QH

**Salary:** £16,400 working 4 days each week (£20,500 FTE) OR £16,400 PLUS accommodation working 5 days a week

**Hours and contract term:** 20 months

**Reporting to:** Joseph Atkin, Director of Operations & Head Gardener

### **Job description**

#### Background to post

In 2007 Aberglasney Restoration Trust acquired a number of buildings known as ‘The Piggeries’. The Piggeries were originally part of Aberglasney Home Farm. These once derelict buildings have now been subject to extensive restoration and will soon become a plant propagation and heritage horticulture learning and training facility. This restoration is part of a wider Heritage Lottery/Carmarthenshire County Council funded project. As well as this new facility to propagate rare and unusual plants the intention is to deliver a range of heritage horticulture training and learning activities targeted at many different audiences. The project will also see the development of the ‘Aberglasney Heritage Horticultural Traineeship’. A Senior Horticulturist and Trainer is required to assist with the delivery of all these elements of the Piggeries Project.

#### The purpose of the job

The Senior Horticulturist and Trainer will be responsible for working with the Head Gardener and his team to design, develop and deliver a range of heritage horticulture learning and training activities as set out in the project’s Activity Plan. This will include monitoring, record keeping and evaluation in line with the requirements of the Trust, project funders and the project budget. The Senior Horticulturist and Trainer will have a key role in the operation and maintenance of the new plant propagation and heritage horticulture learning and training facility. The post holder will be a part of the team at Aberglasney which is responsible for the day-to-day operation and maintenance of the Gardens.

#### Key responsibilities

- To work collaboratively with, and under the leadership of, the Project Leader/Head gardener.
- To be familiar with the project’s Activity Plan and budget.
- To assist with the identification, development and implementation of partnership working and funding opportunities.
- To assist with the preparation of activity materials.

- To host and deliver learning activities such as workshops and school/youth group visits.
- To assist in delivering training to those enrolled on the traineeship and other learning activities.
- To assist with and carry out assessment of trainees.
- To collect evaluation responses from activity participants.
- To operate and maintain the new plant propagation and heritage horticulture learning and training facility. This will include managing volunteers and engaging with general visitors to Aberglasney.
- To ensure that the Project Leader is kept informed on the project's progress and has the required information to liaise effectively with the HLF as the main point of contact.
- Assisting with project marketing in line with funders' requirement.
- To work closely with administration staff to ensure the successful administration of the project.
- To assist with the preparation of reports for Trustees, key stakeholders and funding partners.
- To assist with grant claims to funders as necessary.
- To carry out an evaluation of the activities component of the project.

### **Person specification**

- Educated to degree level with a minimum of Level 3 in a horticultural discipline.
- Good knowledge of heritage and conventional horticulture.
- Previous experience and/or qualifications related to training or teaching are desirable.
- Good administrative, IT, planning, communication and organisational skills are essential.
- Fluency in written and spoken Welsh is desirable but not essential.
- Must be able to adapt between desk based work and practical outdoor work.
- Personable, practical, hardworking, motivated and adaptable with the ability to liaise effectively with others.