



## **Job description – Head of Gardens**

<b>Post title:</b>	Head Gardener
<b>Terms:</b>	Full time (35 hours/ week) *
<b>Salary:</b>	circa £30,000 (dependant on experience)
<b>Reports to:</b>	Chief Executive
<b>Location:</b>	Paxton House, Paxton, Berwick upon Tweed, TD15 1SZ

\*35 hours a week worked 5 days out of 7 at times to suit the needs of the role (this will include regular weekend duties on a rota basis).

### Role Summary

The Head Gardener role is a key leadership role; both challenging and rewarding in equal measure. It is the driving force behind an exciting new horticultural delivery and vision to be a place for everyone every day. You'll be responsible for managing contractors and a team of skilled and experienced volunteers, providing the vision and leadership needed to take the whole garden and wider estate to the next level.

### The Organisation

Paxton House is an 18th century Palladian mansion designed by John and James Adam. The House and 80 acres of designed landscape and gardens are located five miles from Berwick upon Tweed. The River Tweed that signifies the border between Scotland and England provides the southern boundary to the Estate. The collections at Paxton are incredibly special, including one of the largest collections of Chippendale and Trotter furniture which is recognised by Museums Galleries Scotland (MGS) as nationally significant. In 1988, the House and Estate was gifted by John Home Robertson to the nation for the benefit and enjoyment of everyone with a Charitable Trust established to manage and progress the next development of the House as a key heritage and cultural visitor attraction.

2020 and 2021 have been turbulent years for the UK, as a result of the Coronavirus Pandemic, and Paxton House have been affected by this. No part of the business has been untouched by these changes and new ways of working remain vital to our continued progress. We have set out an ambitious mission and vision; to be a place for everyone every day. We now need to focus on developing our exciting new Garden plan.

### What you will be doing

Reporting directly to the Chief Executive, the Head of Gardens is a pivotal role in the Senior Management Team and operates with a significant degree of autonomy.

You'll be responsible for developing our 10-year Garden plan, setting out a clearly



phased plan for enhancing our estate and putting this plan into action.

You will be responsible for managing a team of skilled and experienced volunteers and a grounds maintenance contractor, providing the vision and leadership needed to take the whole garden and wider estate to the next level. Collaboration and working across departments are vital.

This role requires the person to be responsible for site security, general maintenance, caravan park support and holiday lets support.

Horticultural and Arboricultural strategic planning and delivery

- Using your broad knowledge of plants and curatorship of significant horticultural spaces; you will understand how the garden functions as a work of art
- You will have a natural talent for aesthetic garden design and landscape development with a track record of delivering garden projects
- Confident managing a complex garden including mature trees, steep south facing bank and riverside location
- Experienced at translating plans into small projects and maintenance regimes
- Work with our Fundraising Committee to turn projects into fundable bids
- Experienced manager of skilled volunteer gardeners, grounds maintenance contractors, volunteers and work experience groups
- Have a good understanding of garden husbandry, plus relevant horticultural qualification
- Working with the team on horticultural and maintenance tasks

Sustainability, biodiversity and wildlife

- Continue and develop our sustainability, biodiversity and wildlife habitat enhancement practices and fold into our 10 year plan
- Develop and deliver monitoring and evaluation model so we can apply our learnings

Visitor Experience, volunteer, work experience and community programme

- Understand the need to get the balance right between planning, access, interpretation and presentation



- Support and develop the garden activities for volunteers and work experience groups to deliver the plan
- Support the Education Officer in the delivery of the community programme

#### Health and Safety

- Monitoring and reviewing any H&S incidents and near misses and feed these into our operational forward plans bringing suggestions on what we need to change.
- Ensure the fulfilment of all Health, Safety, CoSHH, pesticide and other regulations as affect the operations of the gardens
- Devise, implement, monitor and manage staff training in horticulture and associated Risk Management, Health and Safety and machinery maintenance.

#### Other

- You will work in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of any person who may be affected by your acts or omissions in carrying out your duties.
- You will support the Events Manager in enabling income generating events in the grounds.
- You may be asked to carry out other duties as may arise from time to time and which may be reasonably accommodated within the posts grading level.

#### Who We Are Looking For

The ideal candidate will possess the majority of the following skills:

- Extensive experience in a senior gardener role
- Degree, equivalent level horticultural qualification or relevant proven experience
- Experience working in a historic or heritage environment, and an understanding of the unique challenges this can present
- A current chainsaw certificate and spraying certificate for knapsack sprayers
- A good working knowledge of horticultural machinery including ride on mowers and compact tractors



- Excellent plant knowledge and interest
- Excellent leadership skills and experience with volunteers and community groups
- Proven track record of managing budgets, finances, compliance and small projects
- Working knowledge of Health and Safety legislation
- A good level of IT competency, confidence using Excel
- Ability to balance competing priorities
- Adaptable and self-motivated in developing the role.

#### How To Apply

Please email your CV with expression of interest letter (no more than 2 sides of A4) explaining why you are a good fit for the role to [info@paxtonhouse.com](mailto:info@paxtonhouse.com)

Closing date: Tuesday 4<sup>th</sup> of February 2025