



St Andrews Botanic Garden Trust

www.standrewsbotanic.org
info@standrewsbotanic.org

Garden and Conservation Supervisor role description

Salary	£25 – 30,000pa
Hours	40 hours per week
Contract	Permanent
Location	St Andrews
Responsible to	Curator
Line Manager for	Garden and conservation team

This is a great opportunity for an enthusiastic and dynamic individual to join St Andrews Botanic Garden at an exciting time in its history. The role involves leading a small team of horticulturists, volunteers and interns to carry out all aspects of garden development and maintenance. A key part of this role is developing and coaching interns and trainees, so the successful person will really enjoy helping others to progress and will have excellent interpersonal skills as well as strong technical skills.

St Andrews Botanic Garden Trust is currently going through an exciting period of growth where we are re-focussing on the importance of plant conservation and research to our mission. Working closely with the Curator, this role provides the opportunity to make a real contribution to these fields.

The Trust is committed to supporting a vibrant work environment and attracting and developing the expertise of exceptional individuals at all levels. You can expect to work with other motivated and qualified colleagues, and receive full support and professional development opportunities so that you can thrive in this role.

Key responsibilities

- Supervising and leading a small team of horticulturists, interns and volunteers
- Carry out a range of horticultural tasks to include routine maintenance and development projects
- Ensuring the highest standards of conservation, garden maintenance and visitor experience at all times
- Preparing weekly and quarterly workplans for the team, to ensure that objectives are met in an efficient and safe manner
- Developing and supporting team members, interns and trainees, and growing the team in line with business development
- Supporting garden events and educational activities where needed
- Undertaking occasional outreach activities, including garden tours and talks
- Assisting in developing and carrying out plant conservation and research projects;
- Complying with H&S policies and contributing to a safe working environment

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Therefore, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

If you require any further information at this stage or would like to discuss this post then please contact Beccy Middleton at jobs@standrewsbotanic.org. No agencies please.

Background information about the Garden

St Andrews Botanic Garden was founded in 1889 and has developed on its present site since 1960. It is a beautiful and inspirational garden in the heart of St Andrews. The impressively landscaped 18-acre garden provides a haven within mature trees and shrubs, herbaceous borders, rock garden and ponds.

St Andrews Botanic Garden (SABG) holds an exceptional, diverse and documented botanical collection in 18 beautiful acres. Located in the centre of the iconic town of St Andrews, it benefits from its links to this UK top 5 University and the global tourist interest in St Andrews.

You would be joining SABG at an exciting time in its history as it refocuses on making its gardens, plants and expertise relevant and accessible to a wider audience. SABG is currently building its capacity to undertake plant conservation, aiming to establish its position as a scientific organisation carrying out crucial and relevant research work.

A busy program of events and outreach activities ensures that the scientific interest and botanical diversity of the Garden are brought to life. Family activity trails, champion trees, play areas and informal activity provision ensure families are especially well provided for.

We believe passionately in the ability of gardens to change lives for the better. We want our Garden to be full of life, at the heart of our community and reaching out to difficult and under-served audiences through our public programming, educational activities and day-to-day operation.

Objectives

The Trust's primary objectives are:

- To welcome and encourage members of the public of all ages to visit the Garden for enjoyment and education about plants, their biology, and cultivation;
- To advance the education and awareness of the public, particularly children, in biodiversity, horticulture, botany and the environment through the provision of classes, workshops, short courses, out-reach programmes, publications, participation opportunities and other media promotion;
- To maintain, display and develop significant collections of named living plants and related objects available to all for reference and study;
- To provide an academic and scientific resource; and
- To contribute to botanical networks and research initiatives on plants, their environment, biodiversity and conservation, with particular reference to native flora of Scotland and the specialist living collections of the Garden.

Our values

- Beautiful gardens and natural environments are fundamentally important to the mental and physical wellbeing of all people.
- We live better, healthier and more satisfying lives when we can create, care for and enjoy gardens.
- The future of life on earth depends on the degree to which humans understand, value and protect plants and the habitats on which they depend.

How to apply

The Person Specification (at the end of this document) provides details of the essential and desirable requirements for the post. You should use it as a guide and provide evidence that shows how you meet, as a minimum, the essential requirements for the post. You are asked in your written application to provide information about how you meet the requirements of Sections 1, 2 and 3 of the Person Specification. If invited to interview the Panel will ask questions about the information you have provided as well as questions to enable you to demonstrate how you meet the requirements of Sections 4 and 5.

Please submit a **Career History of no more than two sides of A4** that gives brief details of your education (Section 1) and also details of all posts you have to demonstrate how you have gained the experience (Section 2) required for the post.

Please also submit a **Supporting Statement of no more than one side of A4** to provide evidence that you have the abilities and skills (Section 3) required for the post. In addition, within your statement please explain briefly what attracts you to both this post and organisation.

Please also give the **names and addresses of two referees** who we might contact if required. One of the referees must be your current or most recent employer. Please indicate on your application whether it would be possible for us to collect references in advance of any interview. We will only contact the referees with your prior agreement.

So that we may contact you about your application please include within your application **your contact details** – full name, address (for any correspondence), telephone numbers (day time and evening) and email address (if you have one).

Submitting your application

Applications should be returned by email to jobs@standrewsbotanic.org or by post for the attention of Beccy Middleton, St Andrews Botanic Garden, Canongate, St Andrews KY16 8RT by **5pm on 9th April 2023**. Applications received by email will be acknowledged on receipt by email. There will be no need to send a hard copy as you will be asked to sign your application if invited to interview.

Shortlisting process and interviews

Applications will be shortlisted and candidates who appear to best meet the requirements from the information given will be invited to interview. Interviews will take place during the week beginning **17th April 2023** in the botanic garden, although remote interviews are possible if need be.

Information for applicants with disabilities

Please contact us in good time if there is any assistance you require.

Person specification

	Essential	Desirable
<u>Section 1 - Experience:</u>		
Experience of a practical role in a garden or other outdoor situation	√	
Experience of leading a small team of staff or volunteers	√	
Experience of working in an organisation which welcomes visitors		√
Experience of working in a collections-based setting		√
<u>Section 2 - Qualifications</u>		
A relevant horticultural qualification (eg HNC, RHS level 2) or equivalent experience	√	
<u>Section 3 - Abilities and Skills:</u>		
Demonstrable ability in a range of practical horticultural tasks	√	
Demonstrable ability in teaching/training/developing others	√	
Confident user of a range of garden tools and machinery	√	
Ability to convey passion and enthusiasm for plants	√	
Basic computer skills including Microsoft Office software		√
<u>Section 4 - Knowledge and Understanding:</u>		
A working understanding of H&S requirements, including writing risk assessments, or a willingness to learn	√	
An understanding of the role of sustainability in garden management	√	
An appreciation of the role and purpose of botanic gardens		√
Knowledge, or interest in, the principles of plant ecology	√	
An interest in, or knowledge of, identifying and recording wild plants		√
<u>Section 5 - Personal Qualities:</u>		
Highly motivated with a positive attitude towards personal development and gaining new skills	√	
Positive and flexible approach to problem solving	√	
Commitment to collaborative team based working	√	
Commitment to helping others reach their full potential	√	