



Heritage Trust | SCo28131

GARDEN ASSISTANT (Plant Retail & Enterprise)

Part-time – 21 hours per week to include regular weekend duties

(working pattern to be discussed)

Salary: £10 per hour

Type of contract: Permanent

Cambo Heritage Trust (CHT) is a charity which exists to advance education, horticulture, heritage and the arts. Based at Cambo Estate in the East Neuk of Fife, the Trust manages Cambo Gardens (which includes a 2.5 acre Georgian walled garden), the Stables Visitor Centre, Tack Room Shop and Café (a franchised operation). Cambo is world famous for its naturalised snowdrops and *Galanthus* collection and manages a successful mail-order bulb business and plant centre.

CHT believes in the creation of opportunities for people to connect with the natural environment and the development of skills, behavioural change and social development this can bring.

We are looking for an enthusiastic and practical individual with a love of plants and gardening to join our Garden Team and work on our horticultural social enterprise projects, the profits of which contribute to the development of our charitable programmes.

You will work with and support our Senior Gardener (Plant Retail & Enterprise) who is responsible for the management and development of our plant centre, mail-order bulb business and other garden-related enterprises. You will provide practical support for the plant centre including plant propagation, daily plant care and handling, stock management, mounting plant displays and provision of customer information and advice. You will also be involved in our mail-order bulb business – helping with snowdrop digs and dispatch processes and dealing with customer enquiries – and with the sustainable management of our naturalised bulb populations around the Cambo woodlands and of CHT's specialist *Galanthus* collection. Duties may also include helping to gather and prepare other Cambo-grown produce, for example cut flowers, fruit and Christmas wreaths. You will be part of the wider Garden Team. From time to time you may be asked to work in other parts of Cambo's gardens and woodland policies, to work with and supervise volunteers and trainees and to help with public events.

We are looking for someone who is hard-working, flexible and willing to learn. An eye for detail and finish is important. You need to be physically fit and prepared to work outside in all weather conditions and at weekends, sometimes on your own and often doing repetitive tasks.

Enthusiasm, passion and sound knowledge of plants, especially herbaceous perennials would be an advantage but full training will be given. You will need good interpersonal and communication skills so that you can talk knowledgeably to our customers about plants and the garden and represent CHT. Competent IT skills and knowledge of basic tool maintenance would be useful but again training can be provided.

A driving licence, valid for driving in the UK, would be an advantage.

Very occasional evening work may be required but time off in lieu (TOIL) will be applicable.

Applications in writing, in the form of a CV and letter, including details of previous work experience to:

Katherine Taylor, Head Gardener, Cambo Heritage Trust, Stables Visitor Centre, Kingsbarns, Fife KY16 8QT

or by email to: katherine@cambogardens.org.uk

Closing date: Friday 30 April 2021



JOB DESCRIPTION

- Job Title:** Garden Assistant (Plant Retail & Enterprise)
Part-time position – 21 hours per week to include regular weekend duties
- Reports to:** Senior Gardener (Plant Retail & Enterprise)
- The Position:** The Garden Assistant's role is to assist and support the Senior Gardener (Plant Retail & Enterprise) with the development, management and administration of the Cambo Heritage Trust (CHT) plant centre, mail-order bulb business and other garden-related enterprises. This will include plant care and handling, propagation, record keeping, mounting of seasonal plant displays and provision of customer advice on plant selection and cultivation. He/she will also be required to carry out general garden maintenance activities as and when time permits around these other duties.
- Key Duties:**
1. To assist with propagation of Cambo-grown range of plants (shrubs, perennials, annual flowers, herbs, vegetables and potted bulbs) and with the selection and purchase of plants from other suppliers.
 2. To provide daily care of plants (tidying, watering, monitoring for pests & diseases), help with re-stocking, cataloguing and stock-taking, mount seasonal displays and provide customer advice on plant selection and cultivation and to help organise plant sales events.
 3. To carry out duties associated with CHT's mail order bulb enterprise (year-round but with a particular focus on this area of activity from December through to April). Duties may include: snowdrop digging (on and off site), counting and packaging snowdrops and other 'in the green' bulbs, organising postage and packing and liaising with customers.
 4. To work with the Senior Gardener (Plant Retail & Enterprise) on projects and record-keeping relating to the sustainable management of Cambo Estate's naturalised bulb collections and of CHT's specialist *Galanthus* collection.

5. To assist with the supply and presentation of other Cambo-grown produce as required. Products are likely to include cut flowers, soft and tree fruit and Christmas wreaths but others may develop over time.
6. To work with and train volunteers involved in CHT's enterprise projects and to help run public engagement events as part of our seasonal programme of educational activities.
7. To adhere to Health & Safety processes and risk management including risk assessments, first aid and management of tools, equipment, machinery and chemicals.
8. To be part of the wider CHT Garden Team and to assist with other general garden maintenance and development task as required and when time permits.

Other Duties: From time to time, the post holder may be required to perform other reasonable duties as required by CHT.

General CHT reserves the right to alter this Job Description to reflect changes to the requirements of the post or the future needs of the Trust.