



Heritage Trust | SC028131

Cambo Heritage Trust (CHT) is a charity (SC028131) that operates Cambo Gardens. It was established in 1998 to advance education, horticulture, heritage and the arts based at Cambo Estate in Fife, Scotland.

Cambo is world famous for its naturalised snowdrops and *Galanthus* collection, operating a successful mail-order bulb business and plant centre. This has supported the development of the 2.5 acre walled garden and six acre surrounding woodland policies over the past 20 years, creating a popular visitor attraction with a strong horticultural reputation both within and beyond Scotland. Cambo Gardens has an extensive and eclectic plant collection amassed over recent decades by Lady Catherine Erskine and a small number of successive Head Gardeners, all of whom have been keen plantspeople. Most of the garden plantings are habitat-based and naturalistic in style/design.

Cambo Gardens provides opportunities for 'people and plants to grow'. Since 2017, our B listed Georgian Stables have become a thriving visitor centre with learning hub, exhibition space, nature play area, kitchen garden and vegetarian café, supporting extensive learning and engagement programmes, connecting people with the natural environment and promoting horticultural excellence. Social enterprise activity has developed from the long-established snowdrop bulb dispatch business and is now moving into new areas of sustainable cut flowers, produce and plants propagated from the extensive plant collections.

Cambo Gardens are at the heart of everything the Trust does. We are looking for a committed and enthusiastic **Grounds Supervisor** with demonstrable practical groundcare skills and experience to join our Garden Team and help to implement our ambitious vision.

Salary range: £22,000 to £25,500 depending on experience

Contract: Permanent (subject to a six-month probationary period)

Holidays: 30 days per annum, with an additional day's holiday for each year of service to a maximum of 35 days. No additional entitlement to bank/local holidays and you are required to reserve four days of holiday to take during the Christmas/New Year period.

Hours of work: 9am to 5pm, Monday to Friday with occasional weekend or evening work for which time off in lieu is applicable.

Applications: Please send a covering letter detailing your suitability for the post and an up-to-date *curriculum vitae* to Katherine Taylor, Head Gardener, Cambo Heritage Trust, Stables Visitor Centre, Kingsbarns, St Andrews KY16 8QT or by email to katherine@cambogardens.org.uk.

Closing date: Friday 5 August 2022

JOB DESCRIPTION

Job Title:	Grounds Supervisor
Reports to:	Head Gardener
The Position:	The Grounds Supervisor will work with the Head Gardener and wider team to implement the objectives of the Garden Management Plan. His/her/their specific focus will be on ensuring that the grounds are well maintained and presented and on ensuring any associated work is carried out in a safe and timely manner.
Key Duties:	<ol style="list-style-type: none">1. To support the Head Gardener to ensure the practical maintenance and upkeep of the six acre site managed by Cambo Heritage Trust and to draw up an annual programme for this work. This will include: lawncare, grassland and meadow management, path maintenance (hoeing/raking/re-surfacing/spraying), hedge cutting, assisting with winter cutback of perennial borders and general weeding, compost system management, bonfire management, tree planting and aftercare, and general woodland management.2. To take responsibility for everyday machinery maintenance and basic servicing and to liaise (where required) with engineering contractors/suppliers to resolve more significant problems or organise annual services.3. To contribute to specific development projects, as agreed with the Head Gardener. Examples could include improvements to the garden path network, drainage work, erecting polytunnels, constructing post and wire support systems for trained fruit and roses, tree planting projects, composting systems, helping to install irrigation systems.4. To contribute to the Garden Management Team (Head Gardener and two Senior Gardeners) to plan and prioritise work and projects on a weekly and seasonal basis to ensure that the objectives of the current Garden Management Plan – both maintenance and new developments/projects – are met.4. To line manage a part-time assistant and to lead, supervise and train (as required) allocated garden staff, horticultural trainees and volunteers – including occasional groups - in areas of work relating to groundcare.

6. To contribute to Health & Safety processes and risk management including risk assessments, first aid and management of tools, equipment, machinery, and chemicals.

7. To have Duty Gardener responsibility for seasonal shared tasks e.g. watering and visiting groups as required and on a rota basis, including occasional evenings and weekends. Time off in lieu (TOIL) is applicable to these duties.

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

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

PERSON SPECIFICATION

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE, KNOWLEDGE AND PERSONAL QUALITIES

Job Title: **Grounds Supervisor**

We are looking for a hardworking and enthusiastic Grounds Supervisor with demonstrable practical groundcare experience to join the Cambo Heritage Trust Garden Team. The successful candidate will work with the Head Gardener and wider team to ensure that Cambo Gardens and surrounding site (woodland/carpark/visitor centre surroundings) are maintained and presented to the highest possible standards.

You will need to be physically fit and prepared to work outside in all weather conditions often independently and sometimes doing repetitive and strenuous tasks. Reliability, flexibility, good time-keeping, willingness to learn and adapt to Cambo's philosophy and principles, an open-minded approach to new ideas and an eye for detail will all be helpful personal qualities. Equally important are a good sense of humour, a positive and proactive approach to work and strong determination to get the job done within tight timescales.

In return you can expect a role within a friendly and ambitious organisation with exciting plans for further expansion, where you will be valued and encouraged to develop your learning and skills whilst working in a beautiful setting with a wide range of plants.

The attached job description outlines the key purposes of this role. Additionally, knowledge of or experience in the following is required:

Essential:

- Relevant practical experience in general amenity, heritage or estate groundcare and gardening including grassland/lawn care, hedge cutting, woodland management and path maintenance;
- Machinery and equipment tickets and experience for the following:
 - Mower and brushcutter
 - Pesticide applications (PA1 and PA6a)
 - Tractor driving
 - Chainsaw use and maintenance (CS30 & CS31) (or willingness to train and use);
- Knowledge of basic tool and machinery use and maintenance, for example, leaf blowers, strimmers, hedge trimmers, lawnmowers, edging shears, rotavator, scarifiers etc;
- Some experience/knowledge of hard landscaping and basic woodwork skills;
- Sound practical knowledge of Health & Safety processes and procedures and the ability to work effectively within these processes;
- Demonstrable experience of supervising staff and external contractors;

- Good interpersonal and communication skills; comfortable in interacting and dealing with a wide range of people including members of the public, volunteers, CHT trustees and colleagues;
- Good planning and time-management skills – including the ability to prioritise work where needed;
- Driving licence, valid for driving within the UK.

Desirable:

- Experience of working in a garden open to the public;
- Experience of working with volunteers and groups, particularly young people;
- Knowledge and interest in fruit pruning, orchard and wildflower management, composting systems;
- Basic gardening skills – weeding, pruning, winter cutback etc;
- Past experience of helping to maintain estate buildings;
- Current First Aid certification (or willingness to train and use); and

Your role is one for which the duties/responsibilities and accountabilities of the role require you to become a member of the Protection of Vulnerable Groups (PVG) scheme, which replaces the 'Enhanced Disclosure' check and is administered by Disclosure Scotland.