



**Walsingham College Trust Association Limited**

**JOB DESCRIPTION and PERSON SPECIFICATION**

Job Title:	Shrine Gardener
Responsible to:	The Director of Operations
Normal place of work:	The Shrine of Our Lady of Walsingham
Holiday:	28 days including Bank Holidays (pro rata)
Terms:	Permanent following a satisfactory six-month probationary period
Benefits:	Group Personal Pension Scheme
	Meals during working hours will be provided in the Pilgrim Refectory during periods when it is open (February -mid December)

**The Shrine's Mission Statement:**

"The Shrine of Our Lady of Walsingham is a place of pilgrimage which exists to bring men and women, children and young people into deeper relationship with God through encounter with Jesus, His Son. Pilgrimage reminds us that our whole lives are a journey with God to the joy of heaven, and at the heart of Walsingham is the Holy House where we celebrate Mary's 'yes' to God. Inspired by her life and prayers, we aim to offer to people of all ages engaging worship, warm hospitality and creative educational opportunities."

**Job Summary:**

To tend to the upkeep and care of the gardens to the Shrine grounds and associated properties, in such condition that they are pleasant and safe to be in at all times.

**Duties:**

Key Tasks

To perform garden tasks in due season as follows:

- Lawns to be kept mown, weekly in due season. Lawns to be free of weeds and moss with trimmed edges.
- Borders and Beds to be kept clean and cultivated at all times and planted.
- Paths and Steps to be kept clear from debris and leaves, clean and swept / pressure washed with a special awareness that they should not be slippery and that all steps are clearly marked.
- To adhere and following the 'garden jobs and their frequency' document as outlined to ensure all weeding, pruning, planting, pest control, fertilising and watering is completed in order to ensure that the gardens and grounds are always kept in excellent condition.
- Manage the planting, propagation and cultivation of all plants, shrubs, trees and flowers, ensuring they are healthy and thriving.
- Manage the maintenance and upkeep of all garden structures such as fences, trellises, compost area and other.

- Appropriate pruning of all trees bushes and wall climbers in due season. Contractors to be used in consultation with the Director of Operations, where the scale of such works so demands.
- It is essential that the Post Holder accept the Health & Safety policy as laid down by the company.
- At all times the gardens must be kept free of leaves, snow, debris, litter, and unsightly materials,
- Garden store to be kept clean and tidy.
- Maintain and service all machinery and tools in the correct and safe manner
- Use hand tools and power tools effectively for various gardening tasks.
- Irrigate plants appropriately to ensure optimal growth.
- Assist in the design and layout of new garden areas.
- Conduct regular inspections of garden areas to identify pests or diseases.
- Conduct regular inspections to all trees on site and report any issues to the Director of Operations.
- To tend to the upkeep of all garden bins, benches, fences, gates and sheds.
- To work with the maintenance team with projects when required
- To maintain and complete daily safety checks to quadbike and trailer
- To manage all garden disease and pest control in consultation with Director of Operations and the pest control contractor.
- Maintain a good relationship with visitors and pilgrims.

For further information and details on seasonal work, please refer to the 'garden jobs & their frequency' document.

In certain circumstances the nature of the job may be changed due to new working practices. The Post holder will be expected to accept any necessary training that results, and to take on the changes requested. The main duties and responsibilities of this post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and the Gardener will be expected to agree any reasonable changes to the job description in line with the general nature of the post. The Gardener will be consulted about any changes to the job description before these are implemented.

### **Person Specification:**

#### *Personal Effectiveness*

- Attention to detail.
- Organised and efficient.
- Patient and persistent.
- Hard worker.
- Punctual, polite and personable.
- Demonstrate a willingness to work collaboratively.
- Practical approach to tasks.
- Adaptable to different working conditions.
- Ability to remain calm under pressure.
- Able to focus under pressure and meet deadlines, while working with meticulous attention to detail.

#### *Knowledge*

- Level 3 or above RHS horticultural qualification and/or equivalent experience in a gardening role within a similar size garden.
- Strong knowledge and vision of gardening and horticulture
- Excellent attention to detail and a passion for horticulture.
- Proficient in using hand tools such as spades, rakes, and pruners.

- Experience with power tools like lawnmowers, hedge trimmers, and blowers.
- Strong knowledge of groundskeeping practices and plant care techniques.
- Ability to grow a variety of plants successfully in different environments.
- Good physical stamina and the ability to work outdoors in varying weather conditions.
- Familiarity with, or a willingness to learn about, the distinctive ministry of the Shrine of Our Lady of Walsingham.

### **General Conditions:**

#### *Standards of Behaviour and Conduct*

Staff are expected to always act with due consideration for others and in a manner befitting their position as employees of the Shrine and as professionals, whatever their job.

#### *Health and Safety Responsibilities*

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work.

And therefore:

- to read and understand and abide by the health and safety policy.
- to make themselves familiar with accident and emergency procedures on their site.
- to make themselves familiar with the findings of any risk assessments which might affect them.
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses.
- to set a good personal example in respect of health and safety.

#### *Confidentiality*

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

#### *Safeguarding*

The Shrine of Our Lady of Walsingham is fully committed to the nurturing, protection and safekeeping of children, young people and vulnerable adults. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation. It acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. The post is conditional upon the issue of a satisfactory Basic DBS Disclosure.

All employees are required to adhere to legislation, guidance, and recognised good practice in all aspects of the Safeguarding Policy.

### **Terms of Employment**

#### *Hours of work*

40 hours per week, that includes evenings and weekends to be carried out as agreed with the Director of Operations.

#### *Annual Leave*

28 days paid annual leave per annum (pro rata for part-time), excluding Bank Holidays. The leave year runs from 1st January to 31st December.

#### *Pension Contributions*

The Company operates a contributory group personal pension scheme, the post holder contributing one third of the premium up to a maximum of five percent of salary.

#### *Contract*

This position is offered on a permanent basis, subject to a probationary period of six months. The notice period during probation is two weeks and is extended to one month once the appointment is confirmed.