

Lead Gardener

The role reports to: **Grounds Manager**

The contract is: **Permanent**

Grade: **4**

The hours are: **37.5 hours per week**

Location: Our head office is at St Barnabas House. You will have a base location at St Barnabas House. You will be expected to work across the St Barnabas, Chestnut Tree House and Martlets grounds as required.

Job purpose

The lead Gardener will work closely with the Grounds Manager and will be responsible for overseeing and supporting the maintenance and overall health of gardens and landscaped areas. This role combines hands-on horticultural expertise with team supervision, ensuring high standards of plant care and presentation. The post holder will oversee and support staff to ensure that the visual aspects of the gardens, grounds, and associated features meet the specific requirements of the hospice environment, maintaining spaces that are consistently welcoming and safe.

Internal relationships

All hospice clinical and corporate teams. All members of the Estates and Facilities department, Senior and Group leadership team, department managers, supervisors and officers.

External relationships

External Contractors and Service Suppliers. Volunteers, patients, carers and friends, and visitors to the hospices.

Key duties and responsibilities

- Supervise garden staff and volunteers, providing clear direction, guidance, and support to maintain high standards across all sites.
- Ability to carry out a full range of horticultural and grounds maintenance tasks independently, without the need for supervision or ongoing guidance.
- Ensure compliance with health and safety regulations.
- Carry out maintenance of lawns, flower and vegetable gardens, including watering, fertilizing, and caring for trees, shrubs, turf, and associated hard landscaping features such as irrigation systems and water features.
- Manage teams of volunteers and corporate groups on a weekly basis, ensuring guidance and support are effectively provided, while also supporting gardening staff to deliver the same high standards of supervision and assistance.
- Work with external suppliers.
- Take responsibility for the upkeep of garden sheds, workshops, tools, and machinery, overseeing garden staff to ensure high standards of cleanliness, organisation, and safety are consistently maintained.
- Lead on grounds compliance checks, including daily and monthly playground inspections and routine water feature treatments, ensuring accurate documentation while overseeing and supporting garden staff to carry out these responsibilities effectively.
- Identify and treat pests, diseases, and plant health issues.
- Reporting and updating to the Grounds Manager of any progression or issues.
- Responsible for seasonal growing of vegetables and plants.
- Develop and coordinate work schedules for the gardening team, working closely with the Grounds Manager to incorporate wider operational input, set priorities, and ensure tasks are allocated efficiently and effectively.

Flexibility

This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other employees within the team, as appropriate.

Person specification

What you'll bring:

	Essential criteria	Assessment method
Desirable Education/Qualifications	- RHS Level 2 Certificate in Horticulture (or equivalent qualification) - PA1 (Safe Use of Pesticides) and PA6 (Hand-held Applicators) Certificates - CS30 Chainsaw Maintenance and Cross Cutting	Application Certificates
Experience	- Proven experience in a horticultural or garden maintenance role - Experience in kitchen gardens, including crop planning and food production (desirable) - Experience in a supervisory or team leader position - Experience in planning and delivering seasonal planting schemes - Experience in maintaining lawns, trees, shrubs, and herbaceous borders - Experience of growing and managing crops within a polytunnel, including planting, watering, feeding, and harvesting - Experience/knowledge of health and safety at work, manual handling and adhering to safe systems of work e.g. risk assessments	Application Interview References
Knowledge, skills and abilities	- Strong plant knowledge, including identification, care, pruning, and seasonal maintenance - Basic to good IT skills, including use of email, Microsoft Office (Word, Excel), and online systems requirements - Proven ability to maintain high-quality gardens and landscaped areas - Experience in pest and disease identification and control - Good communication skills, with the ability to work collaboratively across teams - Ability to work independently, using initiative and problem-solving skills	Application Interview References

	Ability to lead, motivate, and support a team, including staff and volunteers	
Personal attributes and values	- Strong attention to detail and pride in delivering high standards - Reliable and responsible, with a strong work ethic - Willingness to learn and continuously develop skills and knowledge - A genuine passion for horticulture and maintaining high-quality green spaces - A collaborative and supportive team player - Empathy and sensitivity to the hospice environment - Have good level of fitness to meet the activities and physical demands required for the role	Application Interview
Other	- Standard DBS - A valid UK driving licence and use of own car due to location of role	Application Recruitment checks

Other duties

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

Assistance

The hospices have the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of health and safety.

Confidentiality

You should be aware of the confidential nature of the hospice environment and/or your role. Any matters of a confidential nature relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

Data protection

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

Health and safety

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions, and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

Infection control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the hospices' Infection Prevention and Control Policies.

Safeguarding

At Southern Hospice Group, we are committed to safeguarding and consider that it is everyone's responsibility. Most colleagues are considered to be People in a Position of Trust. This is because you are employed in a position where you may have direct or indirect access to children, vulnerable adults or information in relation to those persons. All staff and volunteers are required to be aware of and adhere to Group safeguarding policies and attend the appropriate training as and when necessary.

Travel

The organisation has offices in Arundel, Hove and Worthing and you will have a base location at one of these. Where it is a requirement of the role to work across our different offices, it is anticipated that you are likely to spend up to two days a week working at one or more of these locations, as required.

Vision and values

Our vision is to ensure that anyone facing a life limiting illness should receive the care and support they deserve. Our values are that we are *Caring, Connected* and *Courageous*.

Job description

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the hospices.