

Gardener

The role reports to: **Grounds Manager**

The contract is: **Permanent**

Grade: **3**

The hours are: **37.5**

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

To maintain and enhance the appearance of the hospice grounds through high-quality horticultural practices, ensuring all areas are presented to a consistently high standard. This includes the effective upkeep of landscaped areas through routine maintenance activities, seasonal planting and improvement works, and compliance with all relevant health, safety, and environmental requirements, while ensuring that the gardens, grounds, and associated features meet the specific needs of the hospice environment and provide outdoor spaces that are welcoming, safe, and supportive for patients, visitors, and staff.

At Southern Hospice Group, we are committed to Safeguarding and consider that it is everyone's responsibility. Most St Barnabas Hospice 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

A key aspect of the role is to identify hazards, investigate accidents and educate employees about risks

Internal relationships

Hospice clinical and corporate teams

Members of the Estates and Facilities department

All other hospice staff

External relationships

External contractors

Service suppliers

Volunteers

Patients, carers and friends

Visitors to the hospices.

Key duties and responsibilities

- Maintaining garden sheds / workshops and all tools and machinery keeping tidy and safe at all time
- 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
- Identify and treat pests, diseases, and plant health issues
- 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.
- Managing teams of volunteers and corporate groups on a weekly basis and ensuring guidance and support is adequately provided
- Work with external suppliers
- Work within agreed plans and legislative requirements as may be in place
- Carry out and accurately record grounds compliance checks, including daily and monthly playground inspections and routine water feature treatments.
- Reporting and updating to the Grounds Manager of any progression or issues.
- Work collaboratively with team members and follow instructions from senior staff

Volunteers:

- Assisting teams of volunteers and corporate groups on a weekly basis and ensuring guidance and support is adequately provided
- Lead volunteer and corporate group sessions by delivering safety talks, task briefings, and providing ongoing practical supervision to ensure work is carried out safely and to the required standard
- Prepare work areas, tools, materials, working with grounds manager to plan tasks in advance, ensuring all required paperwork for corporate group days is accurate, complete, and in place prior to visits
- Work closely with the Corporate Fundraising team to coordinate activities, timings, and site requirements, acting as the on-site point of contact to help ensure corporate group days run smoothly
- Accurately record and update volunteer attendance and hours on the hospice volunteer database on a weekly basis

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
Education/ Qualifications	• GCSE grades or equivalent • PA1, PA6 Pesticide training certificate (Desirable) • RHS Level 2 Certificate in Horticulture (or equivalent qualification / relevant experience) • CS30 (NPTC) Chainsaw Maintenance and Cross Cutting Course (or willingness to attend training)	Application Certificates
Experience	• Demonstrable experience in gardening / ground maintenance • Relevant horticulture experience would be an advantage • Experience and knowledge of working with powered garden machinery • Experience of growing and managing crops within a polytunnel, including planting, watering, feeding, and harvesting	Application Interview References
Knowledge, Skills and Abilities	• Experience/knowledge of general maintenance and garden machinery, with a willingness to learn develop new skills • Experience/knowledge of health and safety at work, manual handling and adhering to safe systems of work • Ability to manage own workload on a day-to-day basis • Good communication skills, with the ability to work collaboratively across teams	Application Interview References

	• Must be comfortable working alone, but also as part of a team • Confidence to work alongside and supervise volunteers • Basic to good IT skills, including use of email, Microsoft Office (Word, Excel), and online systems requirements	
Personal Attributes and values	• Good level of fitness to meet the activities and physical demands required for the role • Strong attention to detail, finishing all duties to a high standard • Enjoy working outside in all weather conditions Creative attitude to work, offering ideas and design improvements to develop and improve the grounds	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.