

## Job description - Head of Homestead Park

<b>Job title</b>	<b>Head of Homestead Park</b>	<b>Department</b>	<b>Emerging Futures</b>
<b>Reports to (job title)</b>	<b>Associate Director Regional Team</b>	<b>Section</b>	<b>Regional Team</b>
<b>Name of Line Manager</b>	<b>Victoria Hughes</b>	<b>Location</b>	<b>York, Homestead Park</b>
<b>Date</b>	<b>May 2024</b>	<b>Salary</b>	<b>£52,179.40</b>

We offer supportive and flexible working arrangements including job shares. If you feel that you're the right person for this role, or part of it, but would like to discuss alternative working arrangements then please get in touch, we'd love to hear from you.

### 1. Purpose of job

The new role of Head of Homestead Park has been created to take our wonderful and historic Park into an exciting new phase in its development. We're looking for an experienced leader to help us develop this incredible asset, to grow its horticultural beauty, foster biodiversity and create a vibrant and inclusive community space where people feel connected to each other, and to nature.

This is a unique opportunity to make a real impact and contribute to the sustainability and well-being of the local environment and community in York.

### 2. Job context

The Park was originally gifted to the people of York in 1904 by social reformer Seebohm Rowntree (son of Joseph Rowntree) and is now maintained and developed by Joseph Rowntree Foundation (JRF).

In his poverty mapping of York, Seebohm highlighted the need for green spaces which were free to access for all and he gifted the Homestead Park to the people of York, so all individuals, regardless of class or income could enjoy time in nature. As Head of Homestead Park, you'll have the opportunity to honour this legacy by fostering a welcoming and inclusive environment that promotes nature-based well-being for everyone in York's communities.

While the environmental challenges we face today may not have been foreseen by individuals like Seebohm in the past, we now have a clearer understanding of the urgent need for action to address climate change, biodiversity loss and environmental degradation. As Head of Homestead Park, you will play a vital role in adapting and responding to these challenges within the context of the Park.

As the steward of Seebohm Rowntree's vision, you will ensure that our work on our home soil supports JRF's mission, '***to speed up and support the transition to a more equitable and just future, free from poverty in which people and planet can flourish***'.

Seebohm also gifted a Pavilion building which is situated alongside the park for the use of community groups. Until recently, the space has been used by JRF staff as part of their offices, however we are keen to now reinstate the Pavilion in line with its original purpose and bring this asset back to community use. Last summer, we carried out a consultation with communities across York to 're-imagine' the future of Homestead Park. **The findings of this report, as well as ongoing public consultation will inform the work undertaken in this role.** [Homestead – Social Vision \(social-vision.org.uk\)](https://social-vision.org.uk)

You will work very closely with the Homestead Park Community Engagement Lead, who will be responsible for working alongside communities to develop a programme of community events and activities.

## 2. Main accountabilities

As the Head of Homestead Park you will be responsible for leading all areas of the management of the Park including the responsibilities set out below. You will also play a key role in the development of the Park, leading on some projects and playing a supporting role on others.

This includes the responsibilities below:

### Key Responsibilities:

- 1. The development and delivery of a 5-10 year plan for the Park to shape its future and realise its full potential as a vibrant community space that celebrates biodiversity and horticultural beauty.** This will include elements on:

**1.1. The Park's Vision and mission:** This will be developed with Victoria Hughes, the Associate Director for the Regional Team and the Community Engagement Lead. You will work together to define a clear and inspiring vision and mission for the Homestead Park's future which is aligned with the mission and values of JRF, encompassing its role as a hub for biodiversity, horticultural excellence, and community engagement.

**1.2. Horticultural and biodiversity development plans:** Setting out plans which focus on the park's beauty, diversity and ecological resilience and supporting habitat enhancement for wildlife.

**1.3. Sustainability and climate resilience plans:** This will focus on green infrastructure (e.g. infrastructure elements such as rain gardens, permeable paving, and water-efficient systems to enhance the park's sustainability and resilience).

**1.4. Community engagement plans** (which will be developed by a new community engagement lead, who you will work closely with). This will set out events and

activities that cater to diverse interests and age groups, fostering a sense of community and connection to nature.

**1.5. Conversing our Heritage:** Conserve, restore and help interpret the historically important areas of the Park in line with the 2020 management plan.

## 2. Leading and supporting the park gardening team

You'll be a strong, visible leader, providing clear communication, fostering a positive work environment and empowering team members to reach their full potential. You'll have a strong record of leading motivated and engaged teams. Supporting the team and volunteers, you'll provide clear strategic direction about the future of the park as well as day-to-day, hands-on support.

You'll ensure that team members have clear objectives and support their performance and development. The Homestead Park is an incredible asset and you'll support the team to thrive and grow in this unique environment. You will have management responsibility for: Craft Gardener, 2 x Gardener, 3 x General Assistant, 1 x Trainee + volunteers.

Within this role you will ensure that Health and Safety is managed and compliance with internal policy and external legislation and organisational policies is maintained.

You will also be responsible for the effective management of machinery and equipment fleet (assets totalling approximately £150k) including modernisation and conversion to more environmentally conscious methods such as battery powered equipment.

## 3. Preparing and managing Park Budgets

You will have responsibility for the preparation and management of annual budgets circa £400k plus project funding in addition to this of up to £100k. These annual budgets will cover all staff costs, all Park running costs including any significant capital purchases i.e., new large equipment.

You will also support the development of the Pavilion and broader Homestead Park footprint.

## 2. Organisation structure

The person chosen as Head of Homestead Park will be working closely with the new Community Engagement Lead who will be onboarded at a similar time. The team structure will evolve as the Park plans progress and you will be responsible for ensuring that the right capacity and capability levels are in place.

## 5. Knowledge, experience and training

**Essential criteria. A= assessment at Application and I= assessment at Interview.**

<b><u>Criteria</u></b>	<b><u>How assessed</u></b>
You will need to be available to work in Homestead Park, in York.	A
An experienced leader who can set clear direction and work autonomously	A
Experience of developing and delivering strategies that support corporate, community and ecological stakeholders.	A
A strong commitment to climate action and climate justice and how this links with social justice and nature-based wellbeing.	I
Practical and demonstrable experience of all aspects of horticulture with an excellent botanical knowledge.	A
Industry recognised relevant qualifications at level 4 or above, or equivalent experience of at least seven years.	A
Demonstrable experience of leading medium sized teams and managing specialist contractors with the ability to lead highly motivated and engaged teams.	I
Significant experience of project planning, working to management plans and deadlines and how to create and implement a long-term vision.	A

**Desirable criteria. A= assessment at Application and I= assessment at Interview.**

<b><u>Criteria</u></b>	<b><u>How assessed</u></b>
• Knowledge of arts and crafts period gardens.	I
• Experience of using mobile working technology.	A
• Experience of delivering briefings and presentations to senior leaders e.g. CEO.	I
• Experience of managing significant budgets.	I, A
• Experience of managing health and safety and the legislation relevant to the horticultural industry with experience of accurate record keeping relating to compliance matters.	I

## 6. Values and Behaviours

The postholder will be expected to actively fulfil and demonstrate JRF's values and behaviours. These are:

### We are built on trust

We demonstrate this by:

- **Acting with integrity** – doing the right thing in the right way, delivering on promises and being open to challenge.
- **Always improving** – making positive suggestions to improve our services and our work, embracing change and encouraging others to do the same, and learning from mistakes, sharing that learning and making changes.
- **Communicating well** – giving others relevant information in a confident and knowledgeable way, updating people when required and listening carefully.

### We show we care

We demonstrate this by:

- **Being supportive** – looking after the health and wellbeing of yourself and others, showing people you care through your actions and being supportive and offering advice, or connecting people to places where they can access it.
- **Being Inclusive** – treating everyone fairly so everyone feels welcome and valued, and challenging discrimination and unfairness when I see it - in others and myself.
- **Showing respect** – treating others with kindness and respect, seeking feedback and receiving it openly, and apologising when you make a mistake.

### We make a difference

We demonstrate this by:

- **Working together** – being reliable and completing my own work, providing positive and constructive feedback, and working well with others, both within your team and in other teams.
- **Outcomes focused** – by focusing my time and energy on an agreed outcome, playing my part in measuring progress, and when considering issues and problems, coming up with solutions.
- **Resourceful** – by making the most of the resources available, respecting people's time and anticipating problems and thinking creatively to solve problems.