

Walworth Garden Job Description

Job Title: Environmental Landscaping Manager
Reports to: Chief Executive Officer / Head Gardener

Contract type: Full time

Salary: £35,000 per annum

Initial contract duration: 12 months

Reports to: CEO/Head Gardener

Walworth Garden is a charity dedicated to knowledge and nurture. We aim to improve lives by providing excellent learning and horticultural therapy in a garden that's open to all.

Walworth Garden is a registered charity and company limited by guarantee. The Charity is governed by a voluntary Board of Trustees. Our main charitable work includes free horticultural training for those in need and Social & Therapeutic Horticulture. We provide environment-first gardening services that individuals or other organisations pay for in order to generate surplus income to support our charitable work.

Walworth Garden works with some of the most vulnerable in society and safeguarding is of paramount importance. All staff will undergo a DBS check.

Purpose of the role

The Environmental Landscaping Manager will lead and be responsible for all matters relating to the work of Walworth Garden Services Division (WGSD); maintain and grow its reputation as an environment-first landscaping operation; progress and implement innovative alternatives to the usual polluting processes of traditional horticultural behaviours and take staff and clients with them.

They will lead a team of staff to success; procure new and maintain existing contracts in all areas of operation; be responsible for the Health and Safety of all WGSD operations and train staff.

This will include all forms of gardening work including but not exclusive to clearance, maintenance and hard and soft landscaping.

They will be the first point of contact for all matters relating to WGSD

They will be responsible for all of the organisation's vehicles, tools and equipment.

The post holder will also be responsible for ensuring the landscaping yard and all its elements, including waste is managed sustainably, effectively, efficiently and compliantly.

They will lead on all ordering of goods, tools and equipment for the area, creating relationships with suppliers and ensuring best value for money.

In conjunction with other senior staff, the post holder will be responsible for recruitment, selection, induction and overseeing the work of any volunteers that help with activities related to the principal accountabilities.

The postholder's Line Manager: CEO/Head Gardener

The postholder will manage:

The staff of Walworth Garden Services Division

Gardening Apprentices

Work experience and placement staff

Responsibilities

Walworth Garden Services Division - Types of Work

Southwark Garden Projects

- To ensure the projects are quality controlled, well managed, resourced and that the full budget is drawn down by the end of the financial year

Landscape Maintenance Contracts

- To quality control the maintenance of the Garden's existing contracts
- To work with the CEO and Marketing to increase the number of maintenance contracts that the Garden manages
- To work with the CEO to ensure contracts are good value for money, competitive, and that they continue to bring a healthy revenue stream to the Garden

Hard and Soft Landscaping

- To work with the CEO to ensure a steady flow of projects (both domestic and otherwise) are completed in a timely manner and that the scheduling is prioritised to best effect for the area
- To quality control landscaping projects
- To constantly innovate so that traditionally polluting processes are replaced with more environmental alternatives and that these are successfully presented to clients and staff
- To work with the CEO so that quoting for these projects is competitive and professional so that reputation of the Garden's portfolio continues to grow positively

- To quality control these projects so that the expected high standards are maintained on every project; that the appropriate human resources are directed to best effect and so that selected members of the services team are upskilled to the benefit of all parties
- To work with the CEO and Marketing to develop the ethos and reputation of WGSD as an environment-first landscaping company

Domestic Maintenance

- To work with the CEO and other staff to develop and upskill the gardening team so that the organisation will benefit from developing this untapped income stream

Tools and Equipment

- To lead on the creation of systems that will ensure the Organisation's property is well stored, secure, organised, and maintained so that all areas of operation can easily access tools and equipment when needed and so that tool and equipment damage is minimised
- With other managers, to pre-empt the need for tools and equipment and arrange for purchasing, focussing on a 'tools for life' policy

Vehicles

- To ensure all the Organisation's vehicles are kept in a state of readiness so they optimise the efficiency of service provision and so that their return (once the lease has ended) does not overly burden the Organisation
- To create and maintain systems of operation that allows the organisation to track mileage, fuel consumption and vehicle damage so that the Organisation is appropriately recompensed
- Be responsible for the safe delivery of vehicles, to and from maintenance, service, and repair
- To lead on the cost-effective acquisition of vehicles (leasehold or otherwise)
- To research and lead the Organisation to electric vehicle usage as and when appropriate, ensuring that charge points are well positioned and efficient, reducing the Organisations emissions (and carbon footprint) in the process
- To work with other staff to ensure vehicle insurance is adequate, competitive and compliant
- To be responsible for the timely renewal of all permits relating to the work the services team is involved in

WGSD Team

- To prepare for and lead daily team briefings so that staff are clear of expectations and appropriately motivated for the day ahead
- To lead on work scheduling, in advance, so that it is at its most efficient and cost-effective, adapting the schedule as and when necessary
- To liaise with the CEO and HR to recruit new staff to the team as and when appropriate
- To lead a mentorship programme utilising individual staff skills to mentor apprentices, work placements and trainees
- To work with the CEO and HR so that we operate at optimum cost effectiveness at all times
- To liaise with the Education Manager, Plant Centre Manager and the Finance & Admin Manager to ensure Health and Safety compliance, Risk Assessments, permits and relevant insurances are in place for WGSD
- To work towards appropriate accreditation and/or Kitemark that will be advantageous to the organisation eg (BALI and/or FORS)
- To work with the CEO and HR to create and maintain a training programme for WGSD staff so that the organisation continues to upskill its staff and progress Trainee Gardeners to Gardeners etc and so that the Garden expands appropriately
- To work with the CEO and HR to restructure the area as and when appropriate

Waste, Recycling and Facilities

- To lead on the organisation and appearance of the yard so that the space is at its optimum for use by all relevant parts of the Organisation
- To lead on the constant innovation of waste storage, sorting, reduction and recycling so that the Organisation's waste practices are outstanding

Human Resources Management

- To support in the recruitment of the department
- To develop and recommend appropriate training to meet departmental needs
- To make sure employees receive skills training to provide consistent, reliable and efficient work
- To encourage, develop, and manage effective employee relations throughout the department
- To conduct and work closely with the CEO on the following Human Resources related tasks:
 - Performance Management
 - Coaching
 - Counselling
 - Discipline and grievance
 - Employee relations

Employee Relations:

- To foster & develop effective employee relations throughout the department and the Garden
- To establish and maintain effective internal communications, including daily meetings with own staff for optimum teamwork and productivity
- To look for ways to motivate, support and challenge employees

Joint Responsibilities

You share with all staff the following responsibilities:

- Prepare reports for Board meetings and keep other staff informed and advised of financial matters at staff meetings and any actions that may be required by them
- Compliance with Health and Safety regulations and to ensure the health and safety of all trainees, staff, and visitors to the Garden
- Keep secure and avoid preventable damage to the Garden, its buildings, vans, tools and equipment.
- Engage with other staff and trustees to contribute to future developments, at Staff and Board meetings
- The day to day maintenance of the Garden's buildings and property
- Responding to general enquiries about the Garden, contracted services, learning and therapy from individuals or other organisations

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting the Charity and guests needs is required by all employees.

I confirm that I have read and agreed to this Job Description explaining the main duties of my job.

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Employee Name:

Employee signature

Date:

Signed on behalf of the Company:

Date:

Person Specification

Area		Ess	Des
Qualifications /Education	<ul style="list-style-type: none"> ● Recognised qualification in Horticulture to a minimum of Level 2 ● Educated to degree level 	X	X
Experience	<ul style="list-style-type: none"> ● Working with individuals who face barriers to employment ● Significant management experience ● Significant hard and soft landscaping experience including the use of a wide range of horticultural tools and equipment and machinery ● Producing quotes 	X X X X	
Skills and Knowledge	<ul style="list-style-type: none"> ● Excellent written and spoken English and strong verbal and written communication skills ● Good standard of numeracy ● Strong personal organisation skills ● Good IT skills especially with Google Workspace ● To know how to direct available human resources so that each job is completed within budget and to a high standard ● Ability to work with own initiative ● Able to work well and lead others effectively ● Ability to build rapport with clients and colleagues ● Flexibility in the working environment ● An interest and understanding of the environment and organic gardening ● Good knowledge of vehicles both diesel and electric vehicles 	X X X X X X X X X X X	

Personal qualities	<ul style="list-style-type: none"> ● Drive, dynamism, enthusiasm, ambition and determination to succeed ● Ability to grasp and communicate information clearly ● Able to juggle sometimes competing priorities working on a variety of tasks simultaneously ● Sense of humour ● Be prepared to take further qualifications and to learn more ● A 'can do' attitude ● Results driven ● Lead by example 	X X X X X X X X	
Other	<ul style="list-style-type: none"> ● Hold a full, clean driving licence ● Hold a current First Aid qualification 	X	X