



Role Profile

Job Title	Gardener & Plant Records Manager
Position	Permanent
Hours	Full-time 35 hours per week
Holidays	33 days including public holidays
Manager	Head of Plant Collections (HPC)
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

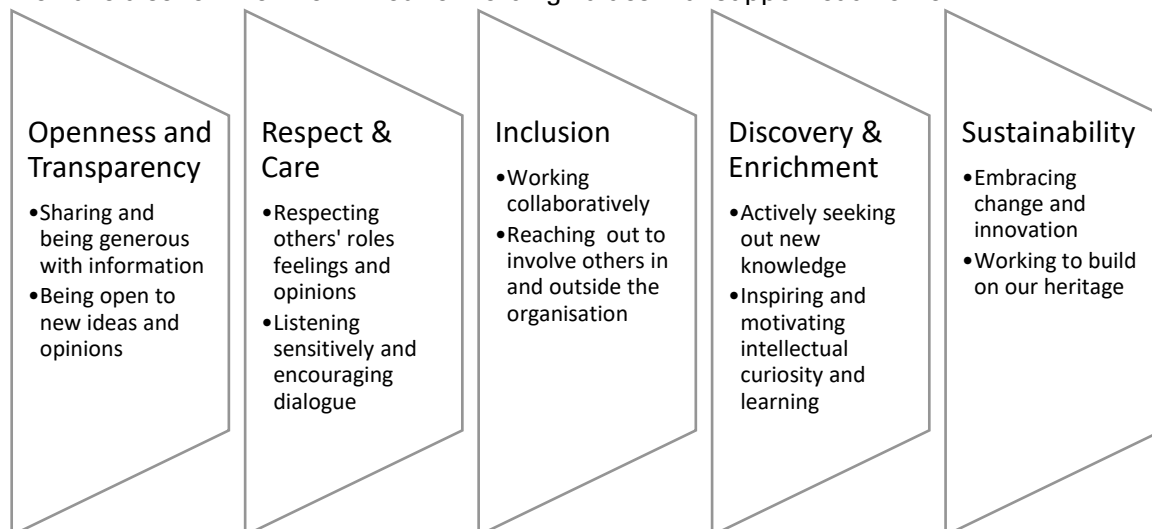
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. About the Role

The Gardener & Plant Records Manager is responsible for contributing to the overall maintenance, presentation and care of the historic Garden and its collections as well as the management of the Gardens' plant database and all aspects of the plant records management.

They will work closely with the HPC, the Deputy Head of Plant Collections (DHPC) and other members of the horticultural team, including trainees, interns and volunteers to maintain a high level of horticulture throughout the Garden. They contribute to overall visitor safety and satisfaction.

5. Key areas of responsibility

5.1 Garden Responsibilities:

The Plant Records Manager is responsible for assisting in the maintenance of an intensively cultivated botanic garden with other members of staff, trainees, interns and volunteers. Tasks include, but are not limited to, mulching, weeding, pruning, planting, feeding, irrigating, pest control, leaf collecting, staking and cutting back of perennials. Maintenance of hard and soft landscaping includes mowing, edging, hedge cutting, weeding paths, compost turning and shredding woody material. They will cultivate and maintain glasshouse collections as required.

They will contribute to communications including Garden interpretation, safety notices and such other communications or e-communications as required.

5.2 Health & Safety and COSHH

They comply with Health and Safety and COSHH legislation in collaboration with the HPC and other members of staff.

The postholder should be prepared to act as a first-aider, after training, including to visitors.

5.3 Plant Records Management

The Plant Records Manager manages all aspects of the Garden's living collections database ensuring that these are compliant with CBD, CITES through material transfer agreements as well as plant phytosanitary permits, using the database as a tool to achieve this. They ensure that all existing Garden taxa and seeds are accurately recorded thereon. Taking direction from the Head of Plant Collections they take responsibility, with the support of the Garden's consultant Taxonomist, for ensuring that the nomenclature of all taxa held in the collection is up to date on the database and also on signage.

They keep the database updated on deaths, moves and assessments and disposals. They support other staff and volunteers who carry out data entry and database development. They work closely with the Propagation Manager to ensure all aspects of seed data are recorded in a timely and accurate manner, including the provision of data for plant labels.

The Plant Records Manager is conversant with the label engraving machine (training provided) and will in turn train other staff and volunteers in its use. They manage specialist volunteers who work in the Garden's Herbarium and they supervise the label engraving volunteer.

They provide plant material and taxonomic and accession information to the Florilegium Society members, receiving requests for plant material, preparing the material and supporting information to coincide with their monthly meeting schedule.

They are responsible for ensuring the management and recording of weather data.

5.4 Volunteer and Intern Supervision

The Plant Records Manager assists with the supervision of other horticultural volunteers and interns. They provide direction, training and support to ensure that they are properly supervised to carry out the tasks asked of them, and that they have the skills, tools and proper protective equipment to carry them out. They will seek advice and support from others if necessary.

5.5 Visitors

The Plant Records Manager ensures that all activity undertaken by them, the horticultural team, any trainees, interns and volunteers are carried out in a way that promotes enjoyment for visitors. They will participate in Garden events as required.

6. Person Specification

Knowledge Skills and Experience	Essential/Desirable
RHS Level 2 or higher with practical working experience	E
Demonstrable practical horticultural experience at a senior level which including working with an accessioned plant collection	E
Experience of working in a diverse team including trainees, interns and volunteers	E
Direct management/supervisory skills of staff and volunteers	D
Committed to developing your own learning and developing the learning of others. Capable of delivering training to volunteers and interns and giving feedback to achieve high standards.	D
Knowledge of plant records systems preferably a specialist Plant Database system	E
Motivated by a desire to promote, improve and maintain a large and diverse interpreted collection of plants both within the Garden and Glasshouses	D
A sound understanding of integrated plant pest and disease management	D
First Aid at Work Qualification	D

7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	Leadership	Setting the pace and behaving with integrity	2
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	1
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	1
4	Communication	Communicating with colleagues, visitors and stakeholders	2
5	Collaborative Working	Working together with people within and outside of CPG to help us achieve our goals	1
6	Delivering Results	Organising and managing the work to deliver results	2

7	Using and Managing Resources	Using resources cost effectively	1
8	Know How	The knowledge, skills and expertise you need to do your job and help others to do theirs	2

8. Terms and Conditions

The post holder will work an average 35 hours per week over five days. The horticultural team's working hours differ during the summer season (March-August) at 39 hours per week and the winter season (September-February) at 31 hours per week. The post holder will take part in the roster of weekend working for which time off in lieu is given.

The Garden operates a salary exchange pension scheme currently with Royal London which means that your gross salary is reduced by the amount of pension contribution made by the employer and employee which is then paid directly into your pension. The equivalent contribution rates are 5% employer and 3% employee at the end of the probationary period.