



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Head Gardener**

Requirement

St John's College wishes to appoint a Head Gardener on a permanent basis.

St John's College

St John's College was founded in 1511 and is one of the largest of the colleges in the University of Cambridge. It is a registered charity established for the advancement of education, religion, learning and research. The College is made up of academic Fellows, staff and both undergraduate and graduate students and is a very diverse, partially residential community with many members from overseas.

The College grounds extend to some 11 hectares and lie within the Cambridge Central Conservation Area. Both the River Cam and the Bin Brook run through the estate and the grounds lie within the River Cam floodplain area. They include a wide range of ornamental lawns, parkland recreation space, formal gardens, mature trees, the 'wilderness' area (a copse of large trees, shrubs, spring bulbs and a population of rare Martagon lilies), river embankments and a number of residential gardens attached to College houses. Some parts of the gardens were designed by Lancelot 'Capability' Brown in the 1770s and other parts by Thomas Sharp and Sylvia Crowe in the 1950s. The main site is Grade 2* listed on Historic England's Register of Historic Parks and Gardens.

In 2017, an Estates Masterplan was prepared by the College which recognised the central role of the historic landscape to the College. The plan set out the opportunity to enhance the sense of beauty of the existing landscape and increase biodiversity and habitat creation across the Estate. It also noted that there was scope to increase the connection between the College population and the surrounding grounds. Many of these plans align with those of the intercollegiate Backs Committee which promotes the maintenance and development of the landscape across the Colleges along the River Cam. This year, St John's College also has a new Master, Heather Hancock, who has significant plans to renew and revitalise the Master's Garden. The Head Gardener will play an important role in enabling the College to realise all these ambitions.

The Head Gardener sits within the Domestic Bursar's Department which comprises a number of Heads of Department who collectively manage and oversee the College's operational estate and the provision of a wide range of services and facilities.

The College Gardens Department comprises of 6 posts and is currently recruiting an apprentice gardener to join an intercollegiate apprenticeship scheme. In the past, the team has also worked with volunteers and there is interest in revitalising this scheme.

Note: The College playing fields are managed by the Head Groundsman and do not fall within this role.

Further information on the College can be found on the College website www.joh.cam.ac.uk

Principal Responsibilities and Duties

Job title: Head Gardener

Department: Gardens

Responsible to: The Domestic Bursar

Job Purpose: To oversee the development, care and maintenance of the college landscape and gardens (including the Master's Lodge Gardens) and the garden areas at outside properties (hostels and furnished lets) so that they can be enjoyed by members of the college, staff and visitors both now and in the future.

Principal Responsibilities

1) Develop and implement the Landscape Strategy for the College

Work with the Domestic Bursar and the Estates Strategy Committee, to commission, develop and implement an up to date landscape strategy for the College grounds and gardens that delivers on the vision set out in the 2017 Masterplan and its subsequent modifications, and which reflects the emerging climate change challenges and the College aims in environmental sustainability and enhancement of biodiversity.

2) Development of the College Gardens

To work with the Gardens team and the Domestic Bursar's team to develop, cost and implement specific projects to deliver the landscape strategy. This is likely to include development of a specific 100-Year Tree Plan for maintenance of the tree stock and succession planting across the estate, and new initiatives for enhancing biodiversity.

3) Garden Management

Develop and evolve the programme of planting in the grounds and gardens of the College to maximise their visual impact, amenity value to College members and guests and the biodiversity within them. As part of this, review, develop and maintain the plant propagation programme which supplies many of the College's plant requirements, thereby containing costs and maintaining the quality of planting across the estate.

4) Leadership and Management of the Gardens Team

Lead, develop and manage the Gardens team to provide high quality, effective and efficient management of the College grounds. This will include work planning across the different skills and functions, oversight of professional development of all, including the apprentice, and day to day management of the team of full-time gardeners and (if such a scheme be developed) a team of part-time volunteers.

5) Manage the Budget and Supplies

Formulate, agree and manage the budget for the Gardens Department ensuring the required garden supplies, stock and machinery is effectively procured, monitored and maintained in a cost-effective and efficient way.

6) Health and Safety

Maintain excellent health and safety standards across the team, ensuring that all regulatory requirements are met and maintenance regimes and team training are up to date and recorded. Ensure that the broader health and safety of College members and visiting public is protected through effective management of the work programmes in the gardens.

7) Reporting

Report to the Gardens' Committee each term including presentation of the annual plan and budget for work, seeking approval for major projects, sharing staff training plans and providing updates on progress. Appraise the Committee of any significant health and safety incidents within the Department.

8) Contribution to the wider life of the College

Participate in the wider life of the College and represent the College externally. For example, this may include:

- i. On occasion, hosting garden tours for College members or visitors interested in the College gardens
- ii. Attending cross-Collegiate meetings (e.g. Head Gardeners' meetings, Backs Committee meetings) to represent the College
- iii. Providing support to the student May Ball Committee on matters relating to use of the College gardens
- iv. Providing greenery for flower displays in the College, including the Masters' Lodge, or, on occasion, logs for College fires.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Strong professional experience essential, ideally with a relevant Horticulture qualification e.g. RHS Diploma in Horticulture Level 4 or above or an HND.
- An understanding of and sympathy with the opportunities and challenges associated with working in an educational, historic landscape setting.
- Significant experience and track record in the development and management of historic parkland, gardens and woodland settings and of the associated techniques, practices, tools and procedures.
- Experience of successfully leading, developing and managing a team of specialist garden staff, and a willingness to explore the possibility of attracting and deploying volunteer gardeners.
- Recognised qualifications in relevant health and safety legislation associated with the relevant machinery and chemicals and the ability to implement and maintain safety

procedures and regulations (e.g. COSHH, PUWER, LOLA certificates, appropriate chainsaw qualification via LANTRA or NTPC, NTPC PA1 and PA6, willingness to work towards Level 2 IOSH Award.)

- Experience in planning and managing projects and programmes of work to enhance and develop existing gardens.
- Experience and interest in the management of landscape and garden areas to enhance biodiversity and an understanding of gardens development in the context of climate change
- Specialist knowledge in one core area of horticulture (preferred)

Skills, Abilities and Competencies:

- Leadership and team management with the ability to win trust from College staff, Fellows and management
- Strong interpersonal and communication skills – ability to talk to everyone from staff and students to royalty
- Drive to make a difference together with basic project management and planning skills - the ability to bring vision into reality
- A commitment to the management and development of the grounds using sustainable and eco-friendly methods
- A team player, able to work with and support other Departments across the College
- Ability to represent the College on relevant cross-College Committees and Groups
- Simple report writing
- Basic IT and budgeting skills
- An interest in and sympathy with the aims of the College

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £36,574.19 - £41,164.82 p.a. (depending on experience)
Hours of work:	36.25 hours per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a defined contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period]

- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **5.00 pm on Sunday 29 November 2020**. Shortlisted applicant will be offered a site visit in the week commencing 7 December 2020, with interviews expected to take place on the **16 December 2020**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.