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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Relief Gardener

**SALARY**: £13.63 per hour

**LOCATION:** Inverness Botanic Gardens, Inverness

**HOMEWORKING:** This post is not suitable for homeworking

**RESPONSIBLE TO:** Facility Manager

**REPORTING TO:** Head Gardener

**JOB PURPOSE:** To provide holiday, sickness and training cover for permanent members of staff. You will be employed by High Life Highland on a casual basis, as and when required, there are no set hours. As a relief worker with High Life Highland, you are free to choose whether to take on work when it is available, and the Charity is under no obligation to offer work to you.

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**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

* Carry out garden maintenance and development tasks as required.
* To work individually or as part of a team to ensure the highest possible horticultural standards of Inverness Botanic Gardens are maintained and developed.
* To use organic and non-organic growth control methods as required
* To grow plants and make sales to the public
* To ensure the proper use, maintenance and return of tools and advise the line manager of any shortfall in the provision of tools and equipment
* Report verbally and in writing as required any need for repairs or the occurrence of any acts of vandalism.
* To provide cover for Reception service duties including but not restricted to: welcoming visitors, the direction of incoming telephone calls, public enquiries and messages.
* To ensure site security is maintained including key holding responsibilities for appropriate areas and the setting of alarms.
* To work safely and in accordance with current Health and Safety legislation.
* To act as designated First Aider (for which appropriate training will be given).
* To provide information and guidance to visitors in a manner which best promotes their experience and satisfaction. This may include giving guided tours for groups or individuals.
* To carry out such other duties that are commensurate with grade and purpose of the post.

**Other Duties:** You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time. **Date: Oct 2024**

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Relief Gardener

**LOCATION:** Inverness Botanic Gardens, Inverness

**ESSENTIAL ATTRIBUTES**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

**EXPERIENCE**

* Experience of working in horticulture within a horticultural visitor attraction or Garden Centre type environment or had formal training or education in Horticulture to SVQ.
* Experience of working with the public within a service orientated environment

**EDUCATION AND QUALIFICATIONS**

* A good level of general numeracy and literacy.

**SKILLS/ATTRIBUTES GENERAL**

* Must be able to work independently and as part of a team and be able to perform physically demanding tasks for lengthy periods of time, occasionally in inclement weather and in very hot glasshouses in order to carry out physically demanding horticultural tasks.
* Must be able to work to deadlines and prioritise workloads according to demands / seasonality / weather.

**SKILLS/ABILITIES SPECIFIC TO THE POST**

* Must be able to identify by common name a wide variety of indoor and outdoor plants and to know how they should be cared for be experienced in performing basic horticultural routines to grow, prepare and maintain plantings.

**INTERPERSONAL AND SOCIAL SKILLS**

* Present a cheerful, friendly and outgoing manner to be able to effectively assist members of the public – from all walks of life and from varied backgrounds including the very young, the disabled and the elderly.

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*