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

**JOB TITLE**: Relief Garden Supervisor

**SALARY**: £15.14 per hour

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

**LOCATION:** Inverness Botanic Gardens

**HOMEWORKING:** This post is not suitable for home working

**RESPONSIBLE TO:** Facility Manager

**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.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. To provide day to day supervision of the Gardeners;
2. To arrange cover for absences as required;
3. Supervision of staff to ensure acceptable standard of behaviour and discipline and the allocation of appropriate duties;
4. To supervise and monitor all staff within the building to ensure that they are complying with safe working practices;
5. Ensure safe working practices in accordance with current health & safety legislation and to carry out health & safety procedures as required by the Inverness Botanic Gardens designated Health & Safety Officer;
6. Supervise and operate the Normal Operating Procedures and Emergency Action Plan;
7. To carry out Health and Safety checks according to the procedures set out and to ensure that risks and defects are immediately brought to the attention of the Manager;
8. Ensure daily building integrity checks of the building are carried out appropriate records are maintained;
9. Hold a relevant First Aid Qualification as required by High Life Highland and act as one of the designated First Aid Persons;
10. To undertake administration, reception and assist in the café as duties as required
11. To monitor the cleanliness of the facility, surroundings & equipment and carry out cleaning duties as required;
12. Carry out routine handling and ensure safe storage of all chemicals and equipment used at the facility;
13. Ensure the proper use, maintenance & control of tools and materials used by self and designated persons & advise Inverness Botanic Gardens manager of any shortfall in the provision of tools & materials
14. Maintain a warm, friendly approach to customers and other staff, including a high standard of customer care and helpfulness and that facility and equipment are provided in accordance with the needs of different user groups and individuals;
15. Responsibility for the security of the building ensuring opening and closing procedures are followed;
16. Be a key holder and be able to respond to out of hours call outs;
17. To wear the uniform and to ensure that all other staff comply;
18. Responsible for sorting out day to day problems in the absence of the line manager;

**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**: October 24

*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*

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

**JOB TITLE:** ReliefGarden Supervisor

**LOCATION:** Inverness Botanic Gardens

**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:

1. **EXPERIENCE** 
   * Worked in a supervisor capacity for at least 1 year;
   * Commercial garden / horticulture experience
2. **EDUCATION AND QUALIFICATIONS**
   * First Aid certificate;
3. **SKILLS/ATTRIBUTES GENERAL**
   * Excellent communication skills;
   * Flexible in approach and working hours.
4. **SKILLS/ABILITIES SPECIFIC TO THE POST**
   * Ability to work under pressure;
   * Work as part of a team or on your own;
   * Able to deputise for the Line Manager in his/her absence.
5. **INTERPERSONAL AND SOCIAL SKILLS**
   * Leadership skills;

* Self-motivation and initiative.