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

**JOB TITLE**: Gardener

**SALARY**: £13.63 per hour

**LOCATION:** Inverness Botanic Gardens

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

**RESPONSIBLE TO:** Manager

**REPORTING TO:** Head Gardener

**JOB PURPOSE:** To play an active role in both horticultural maintenance and food production across Inverness Botanic Gardens, including the Nursery and GROW Project. The post holder will support the Head Gardener in the care, development, and presentation of the site, while also coordinating the growing, harvesting, and preparation of fresh, seasonal produce for use in the on-site café.

This hands-on role involves working closely with a diverse range of people, including gardeners, café staff, ASN clients, volunteers, and the wider catering team. The focus is on meeting the operational objectives of the gardens, ensuring a consistent supply of high-quality ingredients, and contributing to occasional food preparation. Strong teamwork, clear communication, and a collaborative approach are essential to success in this role.

This is a year-round role, with working hours including every second weekend throughout the year and an additional three days per week from April to October.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

• Actively promote a positive and collaborative workplace culture that supports the Charity’s purpose of Making Life Better and i-care values to increase morale, productivity and performance

Carry out garden maintenance, development tasks, and food production as required.

• Grow fresh, seasonal produce to supply the on-site café.

• Work closely with the catering team and chef to plan and deliver a regular supply of ingredients.

• Assist in food preparation and cooking as required.

• Maintain the highest possible horticultural standards within Inverness Botanic Gardens.

• Ensure site security, including key-holding responsibilities and setting of alarms.

• Work safely and in accordance with current Health and Safety legislation.

• Assist with cleaning duties, including staff and public toilets.

• Assist with nursery plant production projects.

• At times, work with and support people with ASN (Additional Support Needs).

• Act as a designated First Aider (training will be provided).

• Provide information and guidance to visitors to enhance their experience, including guided tours.

**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.

*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:** Gardener

**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:

**EXPERIENCE**

* Experience working in horticulture or formal training/education in Horticulture.
* Experience working with the public in a service-oriented environment.
* Experience growing edible plants.
* Experience in performing basic horticultural routines, including growing, preparing, and maintaining plantings.
* Knowledge of sustainable food production methods is desirable.
* Experience working in food production settings is desirable.

**EDUCATION AND QUALIFICATIONS**

* A good level of general numeracy and literacy.
* A qualification in horticulture or formal training is desirable.

**SKILLS/ATTRIBUTES GENERAL**

* Ability to work independently and as part of a team.
* Capable of performing physically demanding tasks for long periods, occasionally in inclement weather and hot glasshouses.
* Ability to work to deadlines and prioritise workloads according to demands, seasonality, and weather conditions.

**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**

* Cheerful, friendly, and outgoing manner.
* Ability to effectively assist members of the public from all backgrounds, including those with ASN.
* Strong communication skills for collaboration with the catering team and visitors.

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