



Post	Grounds and Gardens Manager (part-time)
Reports to	Technical Services Manager
Hours per week	20 hours per week (with the possibility to increase to 40 hours per week over time)
Contract Type	Part-time, Permanent
Salary	£18,930 (£37,860 FTE)
Location	Westway Trust Estate

An exciting role has arisen to join a community-guided organisation, with an ambitious and exciting vision, in the heart of Portobello, West London.

Westway Trust is a charity that was established to steward the 23-acres of space under the Westway flyover and works together with the local community to enable North Kensington to thrive. We dedicate ourselves to the social, environmental and economic wellbeing of this vibrant community. To deliver our ambitions we work with over 60 member organisations ranging from community groups and residents' associations to schools and sports clubs, as well as other local groups and people.

The estate is home to more than three acres of public green space, about 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 34 offices, 32 retail units, a children's play-centre, amateur boxing club, community facilities, markets and a skate park.

By working with local people, we want North Kensington to continue to be a place where everyone has the opportunity to be physically active; participate in arts and culture; get the economic opportunities they deserve; and live in a green and healthy environment.

Job Purpose

As Grounds and Gardens Manager, you will be responsible for managing, developing and improving all grounds and hard and soft landscaping belonging to the Trust.

The list below outlines the principal duties and tasks related to this role. This is not intended to cover every responsibility since, by the nature of the role, the Grounds and Gardens Manager will be expected to take ownership of the areas of accountability below and to develop it in line with the needs of the Trust.

Principal Accountabilities

1. Provide strong management, leadership, supervision, training and instruction for the grounds and gardens team.
2. Formulate, implement and routinely review a planned programme of works.
3. Direct the grounds and gardens team to maintain, develop and improve all grounds and soft and hard landscaped areas.
4. Manage all reactive, unplanned work across the Trust's grounds and gardens and oversee the team to undertake maintenance tasks as and when required.
5. Work as part of the grounds and gardens team in a "hands on" capacity to ensure the maintenance, upkeep and continuous improvement of the Trusts grounds and gardens.
6. Ensure a high standard of site presentation across the Trust land with regards to litter, graffiti and fly tipping.

7. Utilise the expertise of the gardeners within the team and external specialist advisors to ensure an interesting variety of plants, shrubs and trees in all soft landscape areas, in keeping with the Trust's biodiversity management strategy.
8. Supervise and support the community gardener on the delivery of volunteer and community projects, both on the estate and in conjunction with local partners
9. Work with FM manager to produce relevant budgets and then forecast, monitor and control these.
10. Be responsible for the maintenance and safe use of gardening machinery, including the training records of the Grounds & gardens team.
11. Keep, and provide as necessary, a full inventory of all grounds and gardens plant, equipment, tools, machinery and unused plants, shrubs and tree stocks.
12. Supervise and/or monitor contractors or sub-contractors working on all grounds and hard and soft landscaped areas on Trust land, whether employed directly by the Trust or not.
13. Demonstrate a customer-focused and courteous approach to local residents and members of the general public using any of the Trust green spaces.
14. Where required, inform members of the public using Portobello Green and Trust land of the rules governing its use and move on users who choose not to observe them.
15. Ensure all relevant Health and Safety standards are adhered to, and that training is given to the Grounds & gardens team.
16. Write and review all relevant risk assessments as required.
17. Produce a method statement for each new job to be carried out by the grounds and gardens team and ensure that team members adhere to these when carrying out works.
18. Ensure that all Health and Safety documentation is stored appropriately and easily accessible at all times.
19. Work with external partners & contractors to develop and execute gardening projects which will enhance the reputation and core values of the Trust, as agreed by the Trust executive.
20. Work positively in accordance with the Trust's Equal Opportunities Policy and Environmental Policy.
21. Carry out any other duties as may be reasonably required.

Person Specification

- A recognised Level 3 Work Based Diploma in Horticultural or equivalent with at least 3 years post qualification experience.
- Experience of managing a team in a gardening/horticultural position with excellent communication and organisational skills as successful applicant will need to allocate team members to different jobs in various locations within the grounds.
- Experience of developing a Horticultural Management Plan for the future of the Trust's green spaces.
- Good understanding of garden design, as well as extensive plant knowledge.
- Demonstrate experience in both hard and soft landscaping.
- Experience of managing contractors.
- Experience of budget management.
- Strong organisational and time management skills.
- Full clean driving license essential.
- Basic IT skills.
- Connection to or significant understanding of the local area and its social, cultural and political heritage would be highly desirable.

- Commitment to living out the Westway Trust values including placing the community at the centre of all we do.
- Demonstrable understanding and commitment to, and promotion of equality of opportunities and diversity.

The ideal candidate will demonstrate the Trust's Values – Openness, Credibility, Reliability, and Responsibility – at all times in their work and behaviours.