

Job description for Head Gardener

Department:	<i>Estates</i>
Reporting to:	<i>Head of Estates</i>
Salary:	<i>£38,000 per annum</i>
Hours:	<i>37.5 hours per week Monday to Friday with occasional Weekends and Evenings included</i>
Holiday:	<i>25 days holiday plus 8 days public holidays</i>

American Museum & Gardens

The mission of the American Museum & Gardens (AM&G) is to educate, stimulate, and inspire its visitors to further the understanding of American history and culture. The Museum carries out this mission through the presentation of its historic rooms, its decorative art and folk-art collections, and its special exhibitions, learning programmes, and gardens. Our organisation is the only one of its kind outside the boundaries of the United States. We welcomed over 70,000 visitors last year, most of them British.

It is an exciting time to join the AM&G as we are going through a significant period of growth – with increased visitor numbers, revenue, and deeper engagement with our audiences. We are looking to continue to grow in the coming years and this role will play an important part in helping to achieve our goals.

About the role

The Head Gardener will be responsible for the development and stewardship of our Gardens and Estate. Set within 125 acres, the formal gardens feature designs by famous American landscape architectural firm Oehme Van Sweden (OVS). They represent some of the most iconic movements in American landscape design outside of the USA. Our open public gardens are unique in the United Kingdom for blending American prairie style planting with a modern, naturalistic approach. "The New American Garden" style, incorporates grasses, perennials, and natural forms to create flowing landscapes that mimic nature while still being clearly designed spaces.

Leading a team of gardeners and volunteers, the Head Gardener will develop and deliver a strategy for ensuring the gardens remain true to their original OVS design. The Head Gardener will ensure that the gardens are always developed and maintained to the highest possible standards, including establishing a clear long-term strategy and management plan for the gardens and providing ongoing support, training, and guidance for the team. The Head Gardener will sit on the Leadership Team and will report weekly on operational matters and assist with the future decisions and development of the Museum.

While providing leadership and direction for the entire team, the new Head Gardener will also co-lead on the delivery of the American Museum's Woodland Management Plan, its Tree Management Plan, and its Parkland Management Plan alongside the Head of Estates. The Head Gardener will help ensure these spaces are safe for the public to visit and work with teams across AM&G around any future development plans.

Working with the Head of Estates, the Head Gardener will assist in the delivery of the Climate Justice and Responsibility Taskforce advancing sustainable practices through the Estate and will spearhead new initiatives in the gardens and grounds to help reduce our carbon footprint. Driving impactful change to promote sustainable gardening practices, water conservation and biodiversity and eco-system support.

The key responsibilities of the role are:

- Ensure that the Museum's gardens are managed and maintained to the highest standards.
- Develop the Garden Management Plan following the original OvS design.
- In liaison with the Senior Gardener, plan and oversee the operational workload of the garden team, to ensure the team can meet and achieve targets set.
- To oversee the day-to-day Health and Safety needs of the Garden team ensuring compliance with relevant legislation, including risk assessments, COSHH, safe systems of work, and maintenance records and occupational health.
- Develop all necessary policies and procedures
- Oversee the departmental budget and ensure that activities are compliant with the Museum's financial policies.
- Provide assistance where required to ensure that the wider estate is safe and accessible for staff, members, volunteers, and visitors.
- Contribute to horticultural events and talks, passionately delivering the horticultural excellence of the new gardens and the wider estate.
- Develop policies and procedures regarding pest management.
- Find sustainable ways to implement weed suppression with a commitment to reducing the use of pesticides.
- Oversee plant propagation for the gardens whilst increasing revenue through our own plant stock.
- Conduct guided walks, tours, presentations, lectures, and public events to promote the work of the American Museum & Gardens.
- Maintain accurate and comprehensive garden records to support the essential sustainable management of the grounds ensuring continuity in the garden's evolution.

Other

- Promote and support the charitable aims of the Museum.
- Take positive action to promote Equity, Diversity and Inclusion in all aspects of the Museum.
- Abide by organisational policies such as health and safety, and safeguarding.
- Maintain confidentiality in all aspects.
- Be flexible and undertake any other reasonable responsibilities appropriate to this role.

Benefits for working at the American Museum include:

- 20% discount on purchases in our café and 10% discount in our shop.
- Free parking.
- Free entry to the Museum for you and your immediate family, and 6 guest passes.
- 25 days annual leave plus bank holidays.
- Wellbeing programme (free weekly yoga classes).
- Pension Scheme 8% (4% museum, 3% personal contribution and 1% from government).
- First Bus Commuter Travel Club.

- Healthshield Membership.
- Additional benefits through local partners.

Personal specification

Essential:

- Experience of managing a team
- NVQ Level 3, RHS Level 3, degree level or equivalent.
- A demonstrable passion for horticulture
- Full driving licence
- Ability to multi-task and juggle between different projects and deliverables
- Excellent organisational skills and strong attention to detail
- IT skills, utilising Microsoft Office including Teams
- Knowledge and experience of a wide range of garden machinery
- Strong interpersonal skills, able to relate effectively and appropriately to a wide range of people
- Customer focussed
- Ability to be flexible and adapt to a working pattern with busy peaks and troughs

Desirable:

- PA1 and PA6 safe use of pesticides
- Tractor Driving
- Chainsaw licence CS30 and CS31
- Brushcutter and Trimmers
- First Aid at Work
- Experience within a similar historical estate

Other information

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff members to share this commitment. This role may be subject to a basic Disclosure and Barring Service (DBS) check. If called for interview, you will be asked to disclose details of any convictions which are not yet spent. The American Museum & Gardens is an equal opportunities employer.

To apply

To apply please send a **CV and covering letter** outlining how **you meet** requirements of the role, together with a completed **Equal Opportunities Monitoring Form** to matt.amos@americanmuseum.org or by post to Matt Amos The American Museum & Gardens, Claverton Manor, Bath BA2 7BD.

Closing date for applications: 24 November 2024

Interview Date: Week commencing 2nd December

Provisional Interview 2: Week commencing 9th December

Start Date: To be agreed