ADVERT

Curator of Horticulture and Estate
National Botanic Garden of Wales

The Curator of Horticulture and Estate reports to the Director and is responsible for the botanical/horticultural and estate vision, strategy, and standards of the Garden as well as being the chief spokesperson and advocate for the horticultural and land-based aspects of the Garden and the staff involved in these.

Key Responsibilities include (but are not limited to):

• Contributing proactively to the strategic planning and mission of the whole Garden estate, being particularly responsible for the horticultural and land-based elements within the Strategic ten-year plan.

• Lead, inspire, and manage a dedicated and talented staff team (horticulture and farm estate) in the development of this national botanic garden. Capable of developing a long-term, sustainable planning horizon appropriate to the life expectancy of a botanic garden.

• Ensuring that resources are effectively and efficiently used, generate interest and have visual impact so that as well as being beautiful, stimulating, and relevant, they engage and inspire our audiences.

• Guide and oversee the delivery of horticultural and estate excellence raising the profile, standards, and reputation of the Garden amongst its peers, nationally and internationally.

• This includes but is not limited to managing:
  1. The staff team to ensure the plantings and collections are maintained and displayed to best effect
  2. The staff team to optimise the conservation, environmental, and public good potential of the estate and NNR

• Ensuring that the selection, presentation, and use of the living collections is integrated across the mission areas of the Garden, achieves its goals, and is harnessed through a rolling master plan of activity, purpose, and use.

• Take particular and personal responsibility for championing, overseeing and co-ordinating horticultural skills training including apprenticeship schemes, collaborations for RHS and similar qualifications, as well as professional training and progression of staff within the framework and context of the strategic plan.

• Maintain oversight of the wider estate including the woodland areas and restoration of the Regency landscape, working closely with consultants and others across the organisation to
develop and deliver the whole estate Conservation Management Plan which integrates its heritage living and non-living assets.

- Assist with co-ordinating the current arrangements through which the farm and National Nature Reserve are managed for biodiversity as well as commercial purpose.

- Brief the Director, trustees, and colleagues on horticultural and estate conservation matters and related policy at local and international policy levels.

- Engendering wide commitment for, and wide understanding of, the Garden as an exemplar and resource of expertise in horticulture, landscape, environment, land-use and sustainability.

- Contributing to existing and new projects, developments or initiatives at the Garden. This includes initiating, writing, and progressing funding proposals and delivering their implementation.

- Developing, reviewing, and implementing accession policies as well as the processes and systems for collections management, ensuring the integrity and usefulness as well as cost-effectiveness of the resources maintained.

- Working collaboratively as part of the SMT, and with others at all levels, to deliver the Garden’s success. This particularly includes, but is not limited to, consultative and cooperative working with the:

  1. Head of Trading and Admissions to ensure the commercial viability and success of the Plant Sales operation
  2. Head of Facilities and Operations for the cost-effective use and maintenance of the Garden estate assets, equipment, and resources and their safe use
  3. Head of Development to support the delivery of the Regency Restoration project and heritage landscape aspects of the estate
  4. Head of Conservation & Research (Science) to progress delivery of scientific goals
  5. Marketing and Communications for events, press copy and articles

- Effectively harnessing the services of volunteers, members, stakeholders and collaborators to the mutual benefit of all parties and the Garden.

- Contributing actively towards the Garden’s broad goals relating to environmental sustainability, especially by seeking and promoting efficiencies of utilities and resources used for maintaining the horticultural collections, and the way in which the wider farm estate is operated.

- Actively seeking your own professional development and provide learning opportunities for direct reports and others across the Garden within the resources available and in line with the Garden’s training needs analysis and learning development plan.

- Acting as advocate and ambassador for the organisation at a national and wider level.

- Working flexibly, smartly, diligently and creatively always applying your talents to the best interests of the Garden.
OUTLINE DETAILS OF APPOINTMENT
The position is permanent and is available from the soonest date that can be arranged.

Location and manner of operation - the appointee will be expected to be on site at the Garden for a substantial proportion of their working time. The Garden operates and is open to the public on 363 days per year. The appointee will be expected to participate as a member of the Executive team in site management and operation ensuring cover at senior level at all times.

Salary - A salary of up to £35,000 will be available, the level of which will be dependent on capabilities and track record of proven skills.

Work hours and pattern - the hours and pattern of work are generally expected to be 37.5 hours per week. The actual distribution of those hours and the specific days and times of work require flexibility and are arranged on any five days out of seven as required to meet the needs of the role and organisation. A reasonable amount of additional hours, as well as some weekend, evening, and bank holiday working is a necessary part of the role and receives compensatory time off in lieu. Flexibility, willingness, and the capacity to travel within Wales, as well as within and occasionally beyond the UK as appropriate, on behalf of the Garden is expected. Approved and appropriate expenses incurred in connection with the travel and work may be claimed in line with Financial Procedures.

Leave - the annual holiday entitlement is 25 days in each complete holiday year plus 8 statutory bank holidays (or alternative days where these are worked). The leave year runs from 1st January to 31st December.

Pension - subject to the Garden’s pension policy and arrangements, the applicable pension scheme rules, and the relevant statutory thresholds and considerations, any of which may be amended from time to time, you are eligible to join one of the Garden’s workplace qualifying pension scheme (the Schemes). In order to comply with the Pensions Act 2008 the Garden has a duty to automatically enrol or re-enrol any eligible jobholder into a qualifying pension scheme. The workplace qualifying scheme offered by the Garden, NEST, meets or exceeds the qualifying standards set by the government. You will have the right to opt out of the Scheme.

Disclosure and Barring Service (DBS) checks - please note the appointed candidate will be expected to be referred for DBS. Your appointment may be conditional upon receipt of a satisfactory enhanced DBS check or confirmation that you are an ongoing subscriber to the DBS Update service and have given consent for the Garden to check that your certification and compliance is current and up to date.

General – appointment is at all times subject to the policies, rules, regulations, and agreements of the organisation, as amended from time-to-time and as further detailed and set out in the Employee Handbook (a copy of which will be provided to you on appointment and is available on request).

Please explore our website for further particulars, background outline, job description and person specification. This information is available in Welsh upon request.

Equality and diversity - the Garden is committed to supporting the principles of equal of opportunity in employment ensuring that individuals are selected, promoted and otherwise treated solely on the basis of their aptitudes, skills and abilities relevant to the role for which they are employed. No job applicant or employee will receive less favourable treatment because of a
protected characteristic as designated under the Equality Act 2012 which replaced and simplified previous anti-discrimination laws, i.e. race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage/civil partnership, age, or on the basis of being a part-time or fixed term worker.

The recruitment process for this appointment will be underpinned by the principle of selection on the basis of merit, and fair as well as open competition.

Disability – if you have a disability, please indicate in your application whether any specific assistance, adjustments, or specialist equipment is needed to enable you to be interviewed. If reasonable adjustments will need to be made to the work, or work environment, to enable you to carry out the duties of the role for which you have applied you are asked to provide details along with your application so that these can be discussed with you.

**HOW TO APPLY**
For further information or informal enquiries please contact:
Huw Francis, Director (email/e-bost: Huw.Francis@gardenofwales.org.uk; 01558 667106).

To apply please prepare a cover letter and personal statement (on no more than three sides of A4), along with a CV, which clearly identify how you meet the criteria outlined within this document and what you would bring to the Garden. Applications should be submitted, preferably as electronic copy, to Janine Oram, HR Administrator: janine.oram@gardenofwales.org.uk; 01558 667153.

Please also provide full contact details for three referees (including telephone and email), one whom must be your current or most recent employer.

It is essential that your application says why you are interested in the role and provides clear evidence and proven examples showing specifically how you meet the selection criteria and requirements. These competencies will be further assessed and discussed with those candidates invited to interview.

**CLOSING DATE FOR APPLICATION IS 9am MONDAY SEPTEMBER 5th 2016**
We expect to acknowledge your application within a week of receipt. If you have not received an acknowledgement within this period, please contact Janine Oram (01558 667153) to make an enquiry.

The interview process is expected to include formal interviews, a tour of the National Botanic Garden of Wales site, and a chance to meet a number of other members of the Senior Management Team. It may also involve a work-related exercise. Interviews are currently planned for the week commencing 12th September 2016.
THE GARDEN

The National Botanic Garden of Wales (‘the Garden’) is one of the youngest national botanic gardens in the world and a notable addition to the international community of botanic gardens. Establishment of the Garden was largely funded by the Millennium Commission and with a 999-year lease on the Middleton estate, formerly one of the finest Regency landscapes and waterparks in Britain, granted by Carmarthenshire County Council (CCC). A heritage landscape of some 220 hectares it lies on the edge of the beautiful Towy Valley in Carmarthenshire, South West Wales.

The Garden site includes an enviable range of restored Grade II buildings together with purpose-built award-winning architect-designed facilities. It is especially renowned for the iconic Great Glasshouse designed by Foster and partners. This superb single span glasshouse houses one of the best collections of mediterranean plants in the world. The horticultural development of the site is now notably maturing and includes the striking Broadwalk herbaceous beds and the double walled garden with tropical glass house designed especially by John Belle. In addition there are a wide range of feature areas with special collections and plantings, including a ‘grow your own’ garden, a heritage orchard, and a bee garden used for education and research. The extensive farmland area is operated to organic principles and incorporates a National Nature Reserve (NNR) with a wide mix of habitats including meadows, woodland, lakes and walks. Further areas such as the Apothecary’s Hall, Theatr Botanica, and Gallery together with food outlets and retail shops provide excellent visitor and tourist facilities and a year-round calendar of special events. The specially designed indoor and outdoor learning venues and resources serve for a wide range of educational and life-long-learning programmes and courses.

The Garden’s reach and reputation both nationally and internationally has built considerably during its first 15 years of operation, and it has welcomed more than 2.2 million visitors. Having received numerous awards and accolades it is also recognised as a centre of horticultural excellence for Wales and a national asset in the Science Strategy for Wales, as a significant and important visitor destination in Wales, a heritage site of national significance, a centre for arts and an ambassador of Welsh language and culture, as well as an essential contributor to the economic and social well-being of the region.

The Garden works in partnership with over 70 organisations throughout Wales and the wider international community. The areas of partnership include those from horticulture, education, sustainability, conservation, science and research as well as arts and Welsh culture.

The Garden has been increasingly successful in securing a diverse range of external grant funding, and as a result it has been able to deliver some notable outputs and outcomes, invest in development and updating of its infrastructure and resources, as well as expanding its range of activities.

Currently underway is a major project aimed at restoring the Regency Landscape and necklace of lakes which form a central feature of the Garden estate. The Garden is also in the process of significantly extending and developing its commercial revenue generating activity to increase the funds available for the core mission.
GOVERNANCE AND ORGANISATION
The Garden is a registered charity (no: 1036354) and a company Limited by Guarantee registered in Wales (no: 2909098). It includes one wholly owned subsidiary, Middleton Garden Ltd., which conducts the Garden’s non-charitable operations including the trading activities of catering, retail (including Plant Sales), and corporate events. These are core strands of the Garden’s business, generating income that is vital to supporting the Garden’s charitable activities.

HRH the Prince of Wales is the Garden’s Patron, and Sir Gareth Edwards is Honorary President. Other key stakeholders include the Welsh Government (WG), Carmarthenshire County Council (CCC) and the Big Lottery (successor to the Millennium Commission).

As a charity the Garden is governed by its Board of Trustees. The Board is responsible for providing strategic direction, guidance, and oversight to the Executive team led by the Director.

OBJECTIVES AND ACTIVITIES
The Garden’s vision is

Conservation, Education, Inspiration – playing for Wales on the world stage

The Garden’s mission is

The Garden is dedicated to the research and conservation of biodiversity, to sustainability, lifelong learning and the enjoyment of the visitor

A Strategic Ten-Year Plan outlines the Garden’s ambitions for the longer term, and each year an annual plan is produced to focus the efforts of the management team and Trustees. These documents are available on request. The Strategic Plan sets out future intentions under a number of goals:

GOAL 1 - Develop and maintain the horticultural and other collections to the highest curatorial and presentational standards.

GOAL 2 - Become an internationally recognised centre for plant sciences and biodiversity research.

GOAL 3 - Be a centre for integrated plant conservation at a local, national and international level.

GOAL 4 - Provide exemplary and innovative formal and informal education and interpretation for all ages and abilities, promoting understanding of the connections between people, plants, the environment and their role in our sustainable future.

GOAL 5 - Become an iconic Welsh cultural institution, adding perceptibly and measurably to the status and recognition of Wales.

GOAL 6 - Achieve high reputation and success as a leading visitor attraction within the UK, offering outstanding experiences and value for money to the visitor.
GOAL 7 - Develop and secure an infrastructure and organisational framework of high standard, meeting the needs of the institution now as well as providing for its future growth and success.

GOAL 8 - Create a financially effective and sustainable institution.

The Garden currently employs around 70 full-time equivalent staff (seasonally higher) across a wide span of skills including management and operations, horticulture, science, education, marketing, development, visitor services (including catering, retail, and corporate events), as well as site facilities and operations, and farming. The organisation also benefits from the efforts of many dedicated and enthusiastic volunteers who participate in activities to support the charitable endeavour. This has typically provided over 22,000 hours of voluntary input per year.

The Garden’s horticulture, estate, and environmental standing is core to its being. It is a signatory to the WG Sustainability Charter and continues to actively manage and improve its sustainability credentials, including through investment in renewables and the way it conducts its business. The role of the Curator of Horticulture and Estate is central to delivery of this core mission and a pivotal role as an ambassador for the Garden within the botanical, horticultural, heritage and educational arenas.

HORTICULTURE AND ESTATE
The landscape and horticultural layout, horticultural facilities, living plant collections - both *ex situ* and *in situ* in the wider estate, together with the collections management system (IrisBG) form the pivotal resources of a national botanic garden. They provide the basis for horticultural excellence, scientific research, and education as well as being the medium through which we communicate to our visitors and engage them with the essential role that plants play in sustaining life on earth.

Development and maintenance of the plant displays and collections, their wider integration with other aspects of the Garden’s work and ambitions, and their interpretation in the cultural and historical context of Wales are key to this role.

The Garden has substantial horticultural resources including display glasshouses and production back-of-house polytunnels and facilities, vehicles and equipment, and staff office/operation buildings and stores. The horticultural team contribute to commercial plant sales outlet, and supply vegetables to the catering outlets when possible. The horticulture budget in 2015-16, including staff salary costs, is £380,000.

The horticulture team consists of the Curator and 19 full and part time staff overall. The staffing includes a number of trainees and apprentices supported by two part-time horticultural trainers. A funded apprenticeship scheme ‘The Patrick Daniel Horticultural Apprenticeship Scheme’, has recently been launched and incudes RHS level 2 training provided through Coleg Sir Gar.

The Garden has recently delivered a major pan-Wales EU ‘Growing the Future’ project which delivered over 5000 hours of horticultural training programmes. A successor project is likely to be launched soon.

FARM AND NNR
The Garden farm is predominantly a sheep and beef enterprise. Its base is situated at distance from the main Garden buildings, and includes farmhouse accommodation, stock and machinery buildings and stores, as well as a volunteer centre for field study work. The farm operation is to
Soil Association organic standards, under a five-year Glastir environmental stewardship and management grant scheme.

An operational management agreement is in place with Coleg Sir Gar for the farm, which aims to improve its commerciality. There is one member of Garden-employed farm staff who is managed through by the college under this agreement.

The woodland areas include sections of long-term arboretum planting (the Woods of the World) and amenity access (Spring Woods) as well as parts that fall within the NNR and are subject to a range of existing grant schemes such as Better Woods for Wales and Glastir Woodlands. The Head of Science is responsible for co-ordinating development of the NNR in partnership with other teams at the Garden.

The whole estate is openly accessible to visitors, and visitor numbers are expected to increase substantially as the Regency Restoration landscape project progresses.

**FINANCES**
During 2014-15 total resources of £3.0m were received comprising £2.4m of unrestricted funds and £0.6m of restricted income. Tangible fixed assets were valued at £26.2m representing £25.1m of land, buildings, plant and machinery and £1.1m in estate vehicles, fixtures and fittings and plants and planting.

Whilst the Garden broadly raises 53% of its income, it also receives financial support from a number of stakeholder organisations, including the Welsh Government and Carmarthenshire County Council.

Commercial activity, paid-entry visitors, plus membership subscriptions, are a central element of the Garden’s business income. The Garden is actively working to extend and expand it commercial activity and the Horticulture will be a key part of that activity.

For more information about the Garden please visit [http://www.gardenofwales.org.uk/](http://www.gardenofwales.org.uk/)

**THE PERSON**
Candidates for the role of Curator of Horticulture and Estate will need to clearly evidence that they meet the criteria to fulfil the role. This includes the proven range of capabilities and skills as well as personal attributes set out below.

The Curator must lead with professional skills, empathy and enthusiasm for the purpose, values and opportunities of the National Botanic Garden of Wales. Tenacity and initiative will also be required to deal with its challenges.

**Essential criteria – qualifications, competencies, skills, and experience:**

- A qualified botanical/horticultural specialist with a Botanic Garden Diploma and/or degree, or equivalent professional competence demonstrated at senior-level in a similar capacity, preferably in a botanic garden in the UK or overseas.

- Evidence of high standards of literacy and numeracy as well as good competence and confidence in IT and keyboard skills including office applications, tools, and packages.
• Good communication skills – written, oral, presentational, and interpersonal.

• Strategic vision and an influential practical horticulturalist/grower, with the personal drive and influence to take forward the Garden’s vision.

• Well organised personally, with proven operational and organisational competence capable of co-ordinating, and engaging the efforts of others effectively.

• Substantial knowledge and understanding of leading a horticultural and land-based team in a renowned garden estate, which is also a major visitor attraction.

• Successful track record of contributing at a senior level, managing resources including staff, finance, and facilities, and with evidence of the ability to plan, budget, monitor, and report.

• Knowledge and capabilities in relation to the wider estate beyond horticulture, ideally including a level of practical competence and understanding of arboriculture, forestry, and agriculture or land management.

• Awareness and familiarity with conservation and international policy matters relevant to the role (for example Convention on Biological Diversity, Global Strategy for Plan Conservation, Target 8, CITES, etc).

• A practical and hands-on manager, able to address and resolve staffing matters within your own team and between and across other teams inside the organisation.

• A capable advocate and good networker with ability to initiate and form strong partnerships and relationships, reaching out successfully across a complex group of stakeholders and maintaining engagement and partnership.

• Evidence of involvement in initiating, preparing, progressing and delivering funding bids and grants – or the clear capacity to develop skills in this area.

• Sensitivity for and appreciation of the achievements and experience already within the Garden.

• Commitment to the aims, objectives, and ethos of the Garden and to the people, language and culture of Wales.

• Ability and willingness to work flexibly in relation to working times/days.

Desirable Criteria
• Knowledge and understanding of education/training, ideally through a formal qualification (PGCE or professional training or teaching role)
• The ability to use the Welsh language (spoken and written) is highly desirable but not essential.
APPENDIX 1: STAFF STRUCTURE UNDER THE CURATOR

DIRECTOR

CURATOR OF HORTICULTURE AND ESTATE

ASSISTANT CURATOR

TEAM LEADERS

COMMERCIAL GROWING

HORTICULTURALISTS
Indoor and outdoor teams

HORTICULTURAL TRAINING