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## Job Profile



### Apprenticeship in Botanical Horticulture The National Botanic Garden of Wales

This is an opportunity to gain qualifications, skills and practical experience in horticulture at a national botanic garden. Working to promote the development of the Garden, you will be helping it achieve world-class standards while developing your own career.

You will be a highly motivated individual, joining our prestigious two-year apprenticeship scheme. We will provide the successful candidate with a comprehensive experience in botanical horticulture both outdoors and in our glasshouses. The Garden is committed to conservation, education, sustainability, and the enjoyment of the visitor.

The Apprenticeship will include day release at Coleg Sir Gâr working towards the Royal Horticulture Society's Level 2 Certificate in the Principles of Horticulture. You will also gain the City & Guilds Level 2 Diploma in Work-based Horticulture. The qualifications are delivered under the apprenticeship framework with in-house practical training in all aspects of garden management and maintenance, working alongside our skilled horticulturists, horticulture trainees and volunteers. The opportunities to gain appropriate National Proficiency Tests Council qualifications are also included as are exchange programmes with other partner gardens.

#### Outline

This is a full time fixed term position for a two-year period starting 04 September 2018. Training hours are 37.5 per week on any five days out of seven as required to ensure team cover from 8 am to 4pm. Weekend work is expected on a rota basis. The annual leave allowance will be 25 days. The apprenticeship allowance is paid in line with age related national minimum wage.

You are encouraged to explore the Garden's web site to find out more about the Garden and what we do.

[botanicgarden.wales](http://botanicgarden.wales)

#### How to apply

Informal enquiries are welcome and should be directed to Fay Hall, Horticulture Development Officer [fay.hall@gardenofwales.org.uk](mailto:fay.hall@gardenofwales.org.uk)

Applications, in the form of a cover letter and CV clearly showing how you meet the criteria together with contact details for two referees (including telephone and email) should be sent, preferably as an electronic copy, to Janine Oram, HR Officer [Janine.oram@gardenofwales.org.uk](mailto:Janine.oram@gardenofwales.org.uk). The closing date for applications is 21 May 2018. Interviews are planned for June 2018.

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## Job Description

<b>Job Title</b>	Apprentice in Botanical Horticulture
<b>Department</b>	Horticulture
<b>Reports to</b>	Horticulture Development Officer
<b>Responsible for</b>	No other

### Outline purpose of the role

Working as a member of the Horticulture team in the Garden, this apprentice position is intended for someone motivated to pursue a career as a professional horticulturist and will enable you, to gain a qualification while developing your horticultural skills and contributing to the maintenance and development of the Garden. All staff are expected to support and contribute to the Garden's core mission of conservation, education, sustainable development and enjoyment of the visitor.

### Key Duties and Responsibilities

1. Participating with in-house practical training in all aspects of garden management and maintenance, working alongside our skilled horticulturists, horticulture trainees and volunteers leading to the City & Guilds Level 2 Diploma in Work-based Horticulture. This will involve informal work-based assessments including plant identification and keeping a work diary.
2. Contributing consistently and responsibly, both individually and as team members, together with others to horticultural responsibilities in the Garden. This includes, but is not limited to: specific horticultural skills development; contributing ideas for improvements; and taking personal responsibility for increasing your own levels of skill and competence.
3. Apprentices will be rotated around the different areas of the Garden under the guidance of experienced horticulturists, to gain practical experience and skills with each of the horticulture teams. This will include propagation and nursery maintenance; development and maintenance of tropical and mediterranean collections in glasshouses and management of trees and parkland.
4. Apprentices will be expected to take part in placements/exchanges of approximately two weeks over two years with other partner gardens or horticultural businesses, and will be encouraged to participate and gain confidence in public engagement activities and giving presentations.
5. Opportunities to gain appropriate NPTC qualifications will be provided.
6. Participation in training through day release leading to the successful achievement of Royal Horticultural Society's Level 2 Certificate in the Principals of Horticulture. This will involve formal taught courses and assessments.

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**Main work tasks will include:**

1. General border maintenance, i.e. weeding, pruning, digging, mulching.
2. Assistance with grass-cutting and other operations using a range of machinery. Day-to-day care and routine maintenance of the machinery.
3. Maintenance of the glasshouse collections, i.e. watering, potting-on, fertilising, pruning. Understanding the impact and control of different aspects of the glasshouse environment.
4. Propagation of new material for the hardy and tender collections.
5. Assisting with the development of new areas and site-wide planting.
6. Maintenance of accurate records of the plant collections.
7. Taking account of Health and Safety in horticultural operations both in relation to personal health and welfare, and that of others.
8. Taking part in the weekend watering rota (currently approximately one weekend in six but under review) for which time off in lieu is given.
9. Undertaking any other duties as reasonably required by your line manager.

## Person Specification

Specified below are the criteria considered necessary to fulfil the role. This information is made openly available to applicants and will form the basis for the recruitment and selection process. Only those applicants who meet these criteria adequately will be considered.

	Criteria and evidence candidates are expected to evidence:	Method of Assessment		
		Paper application	Interview	Practical assessment
	Education/Qualifications Knowledge/Experience Competencies/abilities			
<b>Essential Criteria</b>				
1	Must show evidence of meeting the minimum eligible educational and other requirements for the apprenticeship scheme.	✓	✓	
2	An interest and enthusiasm for learning, and the determination to develop a career in horticulture. Evidence of the ability to complete RHS Level 2 training.	✓	✓	✓
3	Evidence of some previous interest, competence, and skill in gardening.	✓	✓	✓
4	The organisational ability and motivation to follow a work and study schedule.	✓	✓	
5	Ability to work effectively both individually as well as co-operatively as a member of a team, and with volunteers.	✓	✓	
6	Good communication skills: oral, written and interpersonal with a developed sense of customer focus.	✓	✓	✓
7	The physical capacity to work out of doors, in all seasons and to undertake strenuous physical tasks.	✓	✓	
8	Ability to work accurately (for example, in relation to plant records and labelling) and to follow instructions.	✓	✓	✓
9	Awareness of Health and Safety in a day-to-day context, and ability to put this into practice.	✓	✓	

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**Desirable Criteria**

10	The possession of a current driving licence	✓	✓	
11	Fluency in written and spoken Welsh	✓	✓	✓
12	Genuine interest in the mission and purpose of the Garden and enthusiasm for contributing to development of its team spirit, reputation, and ethos	✓	✓	✓