

## Role Profile



## Apprenticeship in Horticulture The National Botanic Garden of Wales

This is an opportunity to gain skills, practical experience and qualifications in horticulture at your national botanic garden. Working to maintain and develop the plant collections and themed gardens, you will be part of a team assisting horticultural operations, plant conservation, research and education activities.

You will be a highly motivated individual interested in learning and completing our prestigious two-year apprenticeship scheme. We will provide the successful candidate with comprehensive experience in horticulture, public garden maintenance and plant collections management.

The Scheme includes day release to Coleg Sir Gâr, where you will work towards the Royal Horticulture Society's Level Two Certificate in the Principles of Horticulture. You will also gain the City & Guilds Level Two Diploma in Work-based Horticulture while working. The qualifications are delivered under the Horticulture (Wales) Apprenticeship Framework. Other opportunities will include conferences, practical training certificates and work placements in partner gardens.

### Outline

This is a full-time fixed-term position for a two-year period starting 01 September 2021. Training hours are 37.5 per week, on any five days out of seven as required. Typical working hours are from 8.00 am to 4.00 pm. The annual leave allowance is 25 days plus bank holidays. A minimum salary of £12,090.00 is guaranteed for all apprentices, but remuneration may vary based on the terms of the National Minimum Wage.

You are encouraged to explore the Botanic Garden's web site to find out more about our mission and work.

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

### How to apply

Informal enquiries are welcome and should be directed to **[Ayshea Cunniffe-Thomas](mailto:ayshea.cunniffethomas@gardenofwales.org.uk)**, Apprenticeship Co-ordinator, **[ayshea.cunniffethomas@gardenofwales.org.uk](mailto:ayshea.cunniffethomas@gardenofwales.org.uk)**. We encourage applications from all eligible candidates.

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 addresses), should be sent to Anne-Maria Nicolas, HR Manager - **[Anne-Maria.Nicholas@gardenofwales.org.uk](mailto:Anne-Maria.Nicholas@gardenofwales.org.uk)**. The closing date for applications is Friday 28 May 2021.

## Role Description

<b>Job title</b>	Apprentice in Horticulture
<b>Department</b>	Horticulture
<b>Reports to</b>	Apprenticeship Co-ordinator; Senior Horticulturists
<b>Responsible for</b>	No other

Working as a member of the Horticulture team in the Botanic Garden, the apprenticeship 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 Botanic Garden's plant collections and themed gardens.

## Responsibilities

1. Participate in practical training at the Botanic Garden in all aspects of garden management and maintenance, working alongside our skilled horticulturists 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 documenting completed tasks.
2. Contribute consistently and responsibly, both individually and as a team member, to support the work of the Botanic 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. Work in different areas of the Botanic Garden under the guidance of experienced horticulturists to gain a broad range of horticultural experiences and skills. This will include propagation and nursery maintenance, development and maintenance of tropical and Mediterranean climate zone collections in glasshouses, and management of trees and parkland.
4. Apprentices will be expected to take part in placements/exchanges of approximately one week each year with other partner gardens and will be encouraged to participate and gain confidence in public engagement.
5. Partake in training and classes with Coleg Sir Gâr leading to the successful completion of Royal Horticultural Society's Level 2 Certificate in the Principals of Horticulture. This will involve formal taught courses and assessments.

### **Main work tasks will include:**

1. General display 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 equipment.
3. Maintenance of the glasshouse collections, i.e. watering, potting-on, fertilising, pruning.
4. Understanding the impact and control of different aspects of the glasshouse environment.
5. Propagation of new material for the hardy and tender plant collections.
6. Assisting with the development of new areas and site-wide planting.
7. Maintain accurate records of the plant collections.
8. Taking account of Health and Safety in horticultural operations both in relation to personal health and welfare and that of others.
9. Taking part in weekend watering duties.
10. Undertaking any other duties as reasonably required by the Apprenticeship Co-Ordinator or Senior Horticulturists.

### **Eligibility**

The following eligibility criteria apply to the Scheme. Applicants must be able to demonstrate if asked to prove that they meet the requirements listed below.

1. Be a citizen of or have the right to work in the United Kingdom.
2. Aged between 16 – 24 at the start of the programme.
3. Do not currently hold a qualification at level four and above in the Credit and Qualification Framework for Wales.

### **Equality statement**

The National Botanic Garden of Wales is committed to the principle of equal opportunity in employment. We will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment because of a protected characteristic (as designated under the Equality Act 2010 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 Garden's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

## 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.

	<b>Criteria and evidence candidates are expected to evidence:</b>	<b>Method of Assessment</b>		
	Education/qualifications Knowledge/experience Competencies/abilities	Paper Application	Interview	Practical Assessment
<b>Essential Criteria</b>				
1	Must show evidence of meeting the minimum eligibility 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 and 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 follow instructions.	✓	✓	✓
9	Awareness of health and safety procedures and the ability to adapt the procedures to all tasks and work practices	✓	✓	
<b>Desirable Criteria</b>				
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	✓	✓	✓