

South view of Strawberry Hill by Johann Heinrich Muntz 1758

Courtesy of the Lewis Walpole Library, Yale University

THE STRAWBERRY HILL TRUST

Gardener-in-Charge



Recruitment Pack

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From Laura Teale
Property Operations Manager
The Strawberry Hill Trust

May 2017

Dear Candidate

Appointment of the Gardener in Charge

Thank you for requesting a copy of the Recruitment Pack for the position of Gardener in Charge at Strawberry Hill. These are exciting times for the Trust and we hope you will want to join us.

The Strawberry Hill Trust was founded in 2002 with a mission to restore Walpole's Villa and to open it to a wider public – a responsibility we delivered on in great style when the first tours of the restored house took place in September 2010.

Since then we've welcomed over 90,000 people to Strawberry Hill. Overwhelmingly they tell us that they're having a great time here, with 97% rating their visit as 'excellent' or 'good' and three-quarters saying that they're very likely to recommend a visit to their friends and family.

From late 2010 we began the development of the garden, restoring Walpole's closed and open groves, his Theatrical Border, planting new lawns and making wooded areas of the site safe for public access. Media coverage in the *Daily Telegraph*, *BBC Homes & Gardens*, *The Lady*, *The Garden Design Journal* and *Country Life* are testament to the success of the restoration.

The successful candidate will be responsible for continuing the implementation and growth of designs by Harvard professor Mark Laird, restoring and maintaining the definitive plantings and features of Walpole's 18th century garden.

As the garden grows and develops the interpretation and public use of the space is becoming increasingly important to the Trust. We hope the Gardner-in-Charge will find innovative new ways to raise the profile of the garden and encourage participation and interaction.

You will join a small team of staff and a large number of volunteers, including over a dozen committed Garden Volunteers. There is full support from our very active trustees who have a wide range of appropriate experience.

To succeed you should be a confident and resourceful individual who can find innovative ways of developing and maintaining the garden within a limited budget. You'll have an interest in 18th century gardens and shrubbery, basic design and surveying skills, and an outgoing personality who can be a great ambassador for Strawberry Hill. You will be qualified to RHS Level 3, or hold a Botanic Garden Diploma.

Thank you in advance for your application.

Yours faithfully

Laura Teale

Property Operations Manager

Our Mission, Values, and Strategic Aims

Mission Statement: Our Cause

We tell the story of Horace Walpole and preserve and sustain his elegant and eccentric gothic castle, Strawberry Hill.

To fulfil our mission, we have five Values:

Accessibility: our education and interpretation schemes should help the public find out more about Strawberry Hill and Horace Walpole at all levels of engagement and understanding.

Innovation: to connect with contemporary audiences and provide the highest quality of preservation we must find new and exciting ways to present the house, its owners, and the collection. To be sustainable we must be innovative in the ways the building is used.

Inclusivity: we will reach out to our community and find out what our users and non-users think about our work. We include staff and volunteers in our planning and development work so that they can give feedback and feel confident in their work.

Ambition: Our stewardship and presentation of the building and its history will be to the highest standard. We will be professional and responsible while providing experiences which are enjoyable and unique.

Integrity: our work will be accurate, of high quality, and relevant to the vision and lives of Horace Walpole, his successors in the house, and the high quality of restoration we have achieved.

We put our mission and values into practice through five Strategic

Aims:

Build financial sustainability through business activities and fundraising

- Visitor income (tickets, tours, and retail) and our lease grant will be sufficient to fund:
 - The salaries of operational/visitor-facing staff
 - Marketing and promotion
 - Routine maintenance/cleaning, utilities and security
 - Maintenance of the landscape
- Commercial events, functions and film hire income will create our reserve – for long-term maintenance and a three-month operational fund.
- Employment of non-operational staff taking part in non-core, non-commercial activity is dependent upon:
 - Revenue raised through their own activities
 - Grants to wages from other trusts and foundations
 - Grants to wages from the endowment fund
- An endowment, funding two education staff and the replacement of the lease grant after 2024, will be created.

Develop and support our staff, volunteers, and trustees

- Continue to develop the staff and volunteer training plans and put them into action
- Refresh the board by recruiting two new trustees by the end of 2013, one of whom should have commercial experience within a small or medium sized business
- Set objectives for the organisation and introduce an annual whole-board performance assessment.
- Support Continuous Professional Development for staff and trustees.

Preserving the building and collecting relevant objects:

- Complete the planned restoration of existing show rooms
- Complete the second phase of restoration
- Create a long-term conservation plan
- Plan the next stage of development of the garden
- Look into licencing as a source of income

Increase our powers of advocacy and encourage others to become advocates for the Trust

- Continue to increase the size of the Friends and create new campaigns
- Develop the new ambassadors group within the community
- Review the patrons of the Trust and the Friends, define their role, and look for a Royal patron.
- Reignite our high-level links with media personalities and journalists
- Continue to nurture local media and community links

Ensure relevance in our work by ensuring Horace Walpole and his elegant and eccentric castle are the focus of our activities

- Over the period of this plan, refocus our interpretation to present Horace Walpole, his life and times, his family, and his legacy
- Use Walpole's example to inspire modern artists and craftsmen and show their work at the house
- Create inspirational events and exhibitions that are relevant to Horace Walpole, the building, and its design.
- Appeal to a wider range audiences, and appeal more deeply.
- Explore the use of technology in all areas of interpretation.

THE STRAWBERRY HILL TRUST
JOB DESCRIPTION

Job Title	Gardener in Charge
Responsible to	Property Operations Manager
Responsible for	Allocated volunteers
Employment	Full time (37.5 hours per week)

Job Summary

Lead the continuing restoration and management of Horace Walpole's Strawberry Hill Garden in line with The Conservation Statement and Garden Management Plan. Make effective use of advice and consultation, manage contractors and contribute to the overall management of the property. Provide effective line management and mentoring of volunteers. Inspire Strawberry Hill's visitors and supporters in your work. Plan and implement the work schedule for the day-to-day running of a garden open to the public 363 days of the year.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust.

Key Responsibilities

Continue the restoration of Strawberry Hill Garden in line with the Garden Management Plan. Research into historic aspects of the garden in order to inform restoration decisions.

Work closely with other members of the management team and trustees to promote and develop Strawberry Hill as a world-class visitor attraction.

Maintain the garden to a standard agreed with the Property Operations Manager. Promote and maintain a healthy, safe, and attractive landscape taking into account the needs of our visitors and local stakeholders.

Manage and maintain all garden machinery on site. Ensure other members of the garden team are appropriately trained the use of this equipment and relevant PPE is available.

Liaise with the Director, Property Operations Manager and Trustees to discuss new developments and ideas.

Recruit to and continue to develop the volunteer team to help maintain the garden, implement planting schemes and engage visitors and supporters in your work.

Recruit and manage seasonal staff as appropriate.

Manage contractors to deliver elements of the garden restoration and management as appropriate. Specify contracts, select and manage contractors. Manage health and safety procedures.

Effectively communicate the garden's work to supporters, visitors and colleagues and develop interpretation and activities to enhance public understanding of the space.

Manage the garden sustainably, maintaining healthy soil and plants through minimal use of pesticides, herbicides and synthetic fertilisers. Compost effectively and minimise garden waste.

Manage health and safety in the garden, writing and reviewing risk and COSHH assessments and taking remedial action as required. Keep the site safe and accessible for visitors.

Manage Tree Safety Management for the site, conducting tree surveys, scheduling remedial work and managing contractors. Develop a positive relationship with the local authority tree officer.

Ensure continuing professional development to keep professional knowledge, skills and networks are up to date.

Liaise with other departments including the Education Department in helping other groups and individuals experience outdoor learning and healthy living benefits from the garden.

Look to recruit horticulture students for internships or work experience

Corporate responsibilities

Implement and comply with Health and Safety legislation, ensuring safe working practices for staff, the public and contractors in accordance with the Trust safety arrangements, policies and codes.

Adhere to the Trusts' Equal Opportunities policies, ensuring the principles of customer care, quality management and equality of provision are maintained.

Ensure that her/his own work is in line with Trust policy at all times.

Undertake any other relevant duties as may from time to time be required by the Property Operations Manager.

PERSON SPECIFICATION

Job Title Gardener in Charge

Responsible to Property Operations Manager

Responsible for Allocated volunteers

Qualifications

Essential

- NVQ3, RHS Level 3, RHS Diploma or Botanic Garden Diploma
- Knowledge of garden management: lawn care, soil management, plant health, tree safety
- Knowledge of sustainable gardening: composting, IPM, pesticide alternatives

Desirable

- PA1 PA6 spraying certificates
- CS30 CS31 chainsaw licenses
- Qualification or training in design and surveying skills
- Knowledge of garden history and particularly 18th century gardens

Experience

Essential

- Formal horticultural training
- Broad range of practical horticultural skills
- Competent user of common horticultural tools and machinery including: compact tractor and mounted attachments, pedestrian mowers and small machinery (strimmer, leaf blower etc.)
- Ability to manage a team of volunteers effectively

Desirable

- 3-4 years working in a quality garden or park
- Has trained and supervised staff or volunteers for specific roles
- Has developed interpretation schemes, tours, or activities to aid understanding of gardens and landscapes
- Good verbal and written communication skills
- Budget management
- Fund-raising for specific projects and managing/reporting on grant funded projects

THE STRAWBERRY HILL TRUST

Gardener in Charge

HOW TO APPLY AND TIMETABLE

CV and Personal Statement

All applications should be sent electronically as .pdf, .doc or .docx. They should consist of a CV and a personal statement.

The CV should include

- Your contact details (address, work, home and mobile phone numbers as appropriate) Please indicate which number to contact you on if you are shortlisted for interview.
- Career history
- Your experience,
- Your qualifications.
- The names and contact details of two referees. As least one of whom should be you current or most recent employer. Please let us know whether we can take up references prior to interview.
- Do not include information about gender, age or ethnicity or other information included on our Recruitment Monitoring Form

The personal statement should set out how you meet the person specification.

Please be clear and comprehensive in your personal statement as this will be a key shortlisting document

The CV and personal statement should be in MS Word format or equivalent and should not contain photographs.

Recruitment Monitoring Form

The recruitment Monitoring Form is at the end of this pack. Please complete and return the Recruitment Monitoring Form as a separate document from the CV and personal statement but attached to the same email. The Recruitment Monitoring Form will be detached from your application before it is sent to the panel.

Sending us your Application

Please send your CV, personal statement and Recruitment Monitoring Form by email to the Property Operations Manager, Laura Teale

Laura.teale@strawberryhillhouse.org.uk

If you need to contact us by phone about your application ring on 0208 744 1241 during office hours.

Timetable

Can you please note these dates for your diary.

Closing date 5pm on Sunday 4 June

Shortlisting We will contact you if you have been shortlisted on the evening of Wednesday 7 June to allocate times for the formal interviews. Please ensure you provide contact details for that day in your CV.

Interview Panel and tour of Strawberry Hill Monday 13 June

We hope that candidates would be able to take up their appointment by beginning of August 2017

THE STRAWBERRY HILL TRUST
Gardener in Charge

Salary & Terms and Conditions of Employment

Set out below is a summary of the main terms and conditions of employment

Salary - up to £24,492 per annum

Payment of Salary Monthly by credit transfer

Hours of Work 37.5 hours per week, working 5 days out of 7.

Weekend working will be required on occasion

Annual Leave 25 days plus 8 bank holidays pro rata from full time. As the role may require work on some bank holidays, other days may be taken in lieu.

Probation Period 3 Months

Notice Period After the successful completion of the probation period, 3 months from either side

Pension Scheme Group Pension Scheme.

Sick Pay Scheme There is a Company Sick Pay Scheme