



HIGH LIFE HIGHLAND

JOB DESCRIPTION

JOB TITLE:	Gardener
SALARY:	£25,807 - £28,264 per annum
HOURS:	28 hours per week, 9am – 5pm four days a week. Working every second weekend is required for this position.
HOMEWORKING:	This post is not suitable for homeworking
LOCATION:	Inverness Botanic Gardens
JOB PURPOSE:	Assist with the development of Inverness Botanic Gardens & Café through the provision of hands-on horticultural activity. The post holder will work closely with the Head Gardener, Grow Project and catering team. The role will include all the duties associated with the development and maintenance of the Gardens and Nursery.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Carry out garden maintenance and development tasks.
- Maintain the highest possible standards within Inverness Botanic Gardens & Café
- Ensure site security, including key-holding responsibilities and setting of alarms.
- Work safely and in accordance with current Health and Safety legislation.
- Assist with cleaning duties, including staff and public toilets.
- Assist with nursery plant production projects.
- At times, work with and support people with ASN (Additional Support Needs).
- Provide information and guidance to visitors to enhance their experience, including guided tours
- Pursue continuous professional development and contribute to the continuous improvement of Inverness Botanic Gardens & Café and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Assist and support other areas of High Life Highland with projects, training or in the event of holidays or sickness working cross-functionally across the Inverness Botanic Gardens & Café team.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: Jan 26

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students



**HIGH LIFE HIGHLAND
PERSON SPECIFICATION**

JOB TITLE: Gardener
LOCATION: Inverness Botanic Gardens

DESIRABLE EXPERIENCE

- Experience working in horticulture
- Experience working with the public in a service-oriented environment.
- Experience in performing basic horticultural routines, including growing, preparing, and maintaining plantings.

EDUCATION AND QUALIFICATIONS

- A good level of general numeracy and literacy.
- A qualification in horticulture or formal training is desirable.

SKILLS/ATTRIBUTES GENERAL

- Ability to work independently and as part of a team.
- Capable of performing physically demanding tasks for long periods, occasionally in inclement
Weather and hot glasshouses.
- Ability to work to deadlines and prioritise workloads according to demands, seasonality, and
Weather conditions.

INTERPERSONAL AND SOCIAL SKILLS

- Cheerful, friendly, and outgoing manner.
- Ability to effectively assist members of the public from all backgrounds, including those with
ASN.
- Strong communication skills for collaboration with the catering team and visitors.