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|  | **One Garden Brighton is a subsidiary of Plumpton College. One Garden Brighton is a newly redeveloped tourist destination, opening to the public for the first time in 2020. The Plant Area Supervisor role will work alongside the Grounds and Gardens Team and part of the wider Plumpton College Team.** |
| **You will be responsible for: ​** | **Essential criteria for the role:** |
| * Managing the day to day running of Plant Sales within the Walled Garden, as a member of the Grounds and Gardens Team. Carried out in liaison with the Grounds and Gardens Manager, Senior Gardener, Commercial Manager and Curriculum Manager for Horticulture.
* Assist in establishing the Plant Sales area with help of the Senior Gardener and Grounds and Gardens Manager.
* Working closely with the Senior Gardener to identify and maximise seasonal highlights within the walled garden and make sure that this is represented by the plants on display available for purchase.
* Driving plant sale targets by ensuring retail standards are achieved with eye catching, inspirational displays, monitoring and evaluating sales, identifying opportunities for in house growing and production.
* Leading and supervising plant propagation of stock for One Garden Brighton plant sales. Which will include monitoring of plant health through good plant husbandry and quality control.
* Participating in a weekend rota to maintain customer experience.
* Identifying plant trends within the industry and make sure these are represented in sales.
* Motivating and inspiring volunteers to ensure tasks are carried out efficiently, effectively, safely and on time, in a way that reflects the values of the organisation.
* Ensuring that the plant sales are an integral part of the customer/visitor experience by giving suitable advice and plant suggestions to questions. This reflects the walled gardens and wider parks ambiance and ethos, helping to achieve the aim of creating a leading tourist destination.
* Resolving day to day issues which may occur.
* Any other duties connected with the post as are reasonably required from time to time.
 | * Minimum Level 2 in literacy and numeracy, with good IT skills.
* Hold a relevant horticultural qualification, at Level 3 or above in a horticultural discipline.
* Previous experience of working in horticulture retail.
* Have good interpersonal skills and confident communicator, particularly a flexible and pro-active approach to dealing with students and the general public. Ensuring external and internal relationships are built and maintained.
* The ability to maintain good team working relationships, experience at supervising staff within the workplace.
* To be willing to work flexibly and ensure tasks are completed to a high standard.
* Desirable to hold a first aid qualification.
* Desirable to hold an H&S qualification i.e. IOSH managing safely
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Our Values​

Professional, Passionate, Supportive, Enterprising, Ambitious & Progressive ​

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| **Dimensions of the role:** | **What you will deliver:** |
| **Salary for role:**£23,626 per annum (PC S5 point 20)**Reports to:**Senior Gardener.**Financial responsibility:**Ensuring plant production and sales are both competitive and commercially sustainable.**Line management:*** Supervisory responsibility for apprentices, students and volunteers.
* Devise a weekend and bank holiday rota and be willing to carry out these duties on a rotational basis with other staff and volunteers. When required work with the Grounds and Gardens team in the maintenance of other Plumpton campus.

**Nature of impact:*** Responsible for maintaining consistent high standards of customer/visitor experience throughout ‘One Garden Brighton’ and resolving day to day issues which may occur.
* Seek advice for issues outside of the norm from a member of the college management team.

**Internal/External relationships:*** Building customer relationships to understand your local market and using this data to evaluate trends.
* Maintains productive working relationships with internal One Garden Brighton staff, wider organisational colleagues, external stakeholders of Stanmer park and external suppliers.
 | **It's About - exceptional service*** You will maintain consistent high standards of presentation of Horticulture at all times.
* Be the public face, a champion to the gardens, assisting with enquiries from visitors, maximising visitor experience wherever possible. Sharing passion, knowledge and good interpretation of the subject and with local media.
* Delivering an outstanding customer experience by delivering consistent customer service in a professional, supportive nature.
* An enterprising approach to commercial activities including plant sales and displays.

**It's About – developing the business*** You will help to identify current and future plant trends to drive income and innovation.
* Managing propagation and production cycles with the assistance of students, apprentices and volunteers under your supervision.

**It's About – working safely*** Working alongside your Manager you will ensure that you comply with all relevant legislation and organisational policies to minimise the risk to staff, the public and contractors.
* You adhere to best working One Garden Brighton practices at all times to ensure plant health, efficiency and generate the best impression to visitors and students, helping to achieve the objective making a leading tourist destination.
* Ensure all staff, students and volunteers working within the grounds and gardens adhere to health and safety policies and documentation Inc. risk assessments, COSHH and safe-systems-of-work, minimising risk to those carry out the tasks and visitors. Include environmental policies

**It's About – making the link to our Horticultural purpose*** You will champion and support your team to engage with our visitors to ensure a deeper understanding of One Garden Brighton and the plants grown within it.
* You will drive the business to maximise profit so it can be reinvested in to the upkeep of the garden and our purpose.
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| **Conditions of employment:** |
| **Working Hours**Basic working hours are 37.5 hours per week over five days per week. Days will be on a rota basis to include weekend and bank holiday working. Hours of work will vary but are generally based around the One Garden Brighton operating and opening times of 8.00am to 6.00pm, therefore some flexibility will be required to meet the needs of the business, so this will also include some evening working for functions and events. One Garden Brighton is open all year round seven days per week. **Annual Leave** The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 22 working days, plus 8 bank holidays. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager.**Continuous Professional Development (CPD)**This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager. **Pension**The candidate appointed to the post will automatically become a member of the One Garden Brighton Pension Scheme and pay contributions as determined by annual salary levels.**Equality and Diversity**One Garden Brighton is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs. **Criminal Record Check via the Disclosure Procedure**The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children. The post you have applied for falls into this category and, therefore, requires a criminal background check. If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable). |

 