### JOB DESCRIPTION

**Job title:** Sole Gardener  
**Department:** Bursary  

**Conditions:**
- **Salary:** in the region of £35k p.a.  
- **Pension:** participate in College defined contribution scheme on successful completion of probation  
- **Hours:** 35 hours per week  
- **Holiday:** 33 days pa. including Bank Holidays  
- **Probation:** 6 months  

**Job purpose:** A unique opportunity has arisen to maintain and develop a relatively young Cambridge College garden located on the banks of the Cam near to the centre of Cambridge. This special opportunity to manage these gardens in a prestigious setting is due to the retirement of the current gardener. This is a fantastic opportunity for a driven skilled sole gardener with a real passion for horticulture looking for a long term and rewarding role in a beautiful riverside setting. Ensuring the upkeep and maintenance of all College gardens to the standards required within the allocated budgets, you’ll manage our garden throughout the seasons and will fully appreciate the importance of forward planning, access and engagement. Applicants will have excellent horticultural knowledge and must be willing and able to carry out all aspects of gardening including pruning, plant propagation, planting, weeding as well as the lawncare, leaf collection and other horticultural duties as they arise.

**OUR GARDENS**
The gardens of the main Darwin College site occupy a unique position on the river Cam, with 225 metres of historically green river frontage running all the way from the Silver Street bridge to the Mill pond. There are also the two islands which sit in the river between the main college buildings and Lammas land (known as little Island and big Island) currently planted with fruit trees and a wildflower meadow.

The current gardens are variegated and diverse as result of an evolutionary process during the past decades of the College history. A central part is dominated by a lawn that is used intensively by College members on a daily basis for studying, outdoor dining if the weather allows, and for recreational purposes (but not for sports!). Adjacent but well connected to this central lawn are smaller units developed from historical residential riverside gardens that keep a distinct local identity (such as a woodland garden, a formal rose garden, a ‘vicar’s cottage’ garden, a student allotment/orchard garden, a ‘Jurassic garden’ with rare and botanically ancient plants and the recluse newly established fruit orchard on the big Island. These gardens serve as more intimate places for recreational and study use by College members. They require enthusiastic maintenance work and provide excellent scope for further horticultural development.

Furthermore, the College also has external properties with gardens that require development and maintenance, at hostels and a newly acquired residential site nearby.

**Main duties:**
- Carry out all aspects of gardening including pruning, plant propagation, planting, weeding as well as the lawncare, leaf collection and other horticultural duties as they arise  
- Order all necessary tools and supplies for works as needed, including maintaining adequate reserve stock.  
- Undertaking practical horticultural management, overseeing high standards of horticultural presentation.
**JOB AND PERSON DESCRIPTION**

- Arrange and oversee all external contractors for routine works, agreeing scope of works and costings, arrangements for works to be carried out, and informing other College departments and students. Verify satisfactory quality of work upon completion and work with contractors to resolve outstanding issues when necessary.
- Provide services at the request of the Second Bursar or other College departments to maintain and update the garden configuration throughout all the College properties. This might include for graduations, garden parties etc.
- Work with the Bursar and the Gardens Officer to develop a gardens strategy for development and planting.
- Ensure that all works are carried out in accordance with current health and Safety legislation and the College Health & Safety Policy.
- Establish records and files of plants and trees on College properties and ensure that records of future plants are kept and filed.
- Prepare invoices for payment by the Accounts team as requested, and maintain records of expenses against budgets (excel).
- Provide quotes and costings for the Bursar as required for the annual Gardens budget.
- Training will be offered for continued professional development (spraying etc).

**Works with:**
- Heads of Departments

**Responsible for:**
- n/a

**Responsible to:**
- Bursar

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**PERSON DESCRIPTION**

**Qualifications & Learning**
- Possess formal horticultural training and a relevant qualification.

**Experience:**
- Pro-active with the knowledge and confidence to take sole responsibility for the College gardens.
- Sound knowledge of seasonal garden management.
- A good knowledge of plants, pruning, lawn care, pest and disease identification.
- Soft landscaping, garden design and planting experience.

**Skills:**
- Physically fit in order to lift and carry equipment, climb and carry ladders and able to work outside in all weathers.
- Good standard of literacy and numeracy.
- Sufficient literacy and numeracy to assist with budget preparation and to work to an agreed budget.
- Able to communicate and work effectively within a larger team.
- Good working knowledge of Health and Safety requirements related to gardening and landscape maintenance.
- Sound basic IT skills, familiar with Microsoft Outlook, Word and Excel (training would be available).
- Experience of operating and basic maintenance of garden machinery.
- Full driving licence in order to drive the College vehicle.
- Interested in a sustainable environment and environmentally friendly horticultural practices.
These job and person descriptions are non-contractual