

**VACANCY**

**Self Employed**

**Horticultural & Operations Manager**

**Contract - £15/hr (Part time - approx. 900 hrs per annum)**

March to end September - 9am – 1pm (week days)

October to end February 9am – 1pm (4 days/week).

**Essential Qualifications**

HNC/HND/SVQ level 3/4 in Amenity Horticulture

PA1 and PA6a spraying certificate

Proven experience in a nursery environment

**Main Duties of the Post**

**Operational leadership and management responsibility for all areas where Belleisle Conservatory Ltd have responsibility including managing future initiatives.**

Duties include:

Managing the implementation of established work schedules

Maintenance of high quality indoor plant displays, nutrition management and application, identification and treatment of pests and diseases and maintaining high standards of cleanliness of all structures within the conservatory

Procurement of materials and plants,

Staging and maintenance of foliage and floral displays

Monitor and control conservatory environment

Lifting and transporting large batches of plants

Working in humid and high temperature conditions

Maintenance of flower beds

Maintaining accurate records

Creating and displaying internal notices and sponsorship labels to set standards

Labelling long-term plants ensuring all labels are visible at all times

Ensuring cleanliness of all structures

Identification and control of pests and diseases

Check oil, for heating purposes, status and procurement of fuel

**Managing control of plant and material budgets including overseeing sales of goods to annual targets**

Duties include:

Recording and subsequent consolidation of monthly expenditure and income

Manage budget for the purpose of purchasing locally acquired plants and materials

**Managing recruitment, engagement, work training and retention of approximately 10 volunteers,**

Duties include:

Inductions of new volunteers, and assist in gaining horticultural skills

H&S tool talks as required

Maintain relevant records

Set up rota system and allocation of specific work tasks

**Other duties:**

External contractor liaison

Observation bee hive management

Awaiting deliveries, sometimes out of hours

Maintenance programme i.e. bench painting

Security matters/alarm/vandalism

Seasonal decorations

Event Support

Defect reporting

Monthly Reporting to BCL Committee

Developing fundraising opportunities

Discretionary hours in support of BCL

Instigate small maintenance works

Ensuring drinks machine is maintained and always operational

Managing sales point during working hours

Out of hours pesticide spraying - usually once per week

Please note that the above duty lists are not exhaustive and new initiatives may be introduced.

**Skills:**

Proven experience in plant displays/plant care

Sound practical knowledge of conservatory/glasshouse plants

Practical knowledge of Health and Safety processes

**Personal features**

Committed to conservatory sustainability

Passionate about plants

Excellent communicator and able to interact with a wide range of people  
Eye for detail and design

Recognise and develop fundraising opportunities

Please email your cv before Friday 1st April 2022 to: [thea.belleisleconservatory@gmail.com](mailto:thea.belleisleconservatory@gmail.com)