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| **Job Title:** | Casual Staff – Part-Time Seasonal Gardener |
| **Salary:** | The Oxford Living Wage – currently £10.31/hour |
| **Responsible to: Responsible for:** | Operations & Impact Manager  N/A |
| **Working arrangements:** | Part-time seasonal working (7.5 hours per week typically April – November) |
| **Location:** | Wood Centre for Innovation, Quarry Road, Headington, Oxford OX3 8SB |

# Background information

* **The Oxford Trust** is an independent charitable trust that was established in 1985 by Oxford entrepreneurs the late Sir Martin Wood and Lady Audrey Wood. The Trust’s mission is to encourage the pursuit of science.
* Our work is based at **the Wood Centre for Innovation and Science Oxford Centre** in Headington.

# Detailed Job Description

If you like working outdoors and have a passion for gardening, then we are looking for an enthusiastic part-time gardener to:

* Ensure that the green spaces in and around the Wood Centre for Innovation are maintained to a high standard by providing your practical horticultural experience to maintain, enhance and conserve the green spaces.
* No heavy lifting is required

In particular to:

* + tend to all shrubs, borders and tubs located in and around of the Wood Centre for Innovation.
  + to assist in the soft landscaping and general maintenance of the green spaces, such as mulching, pruning, leaf clearing and weeding.
  + undertake general grounds maintenance, including sweeping, hoeing, raking, grass cutting, edging, hedge trimming and litter clearance.
  + carry out soil cultivation and preparation for planting including digging, forking and levelling.
  + choose, plant and maintain all flowers/plants and shrubs.
  + check the health of plants by identifying pests and/or diseases and treating/spraying as required.
  + to use the usual range of tools and equipment where appropriate, including powered hand tools, mowers, strimmers and hedge trimmers.
  + to check machinery, equipment and tools and identify routine maintenance as and when necessary.
  + to complete such documentation as may be necessary, including accident reports and damage reports.
  + any other duties consistent with the requirements of the post, as may be requested by your line manager.

# General Management

Like everyone else, casual staffmust **take responsibility for themselves in the workplace.** For example:

1. taking care of their personal health and safety by following safe systems of work, and reading and following the requirements of our health and safety policy and processes;
2. listening to other people and following instructions and not being afraid to ask questions in any situation where something is not clear;
3. giving full co-operation to colleagues requiring assistance in a prompt and helpful manner;
4. asking for help and guidance from their line manager when needed to ensure that the best support available can be given.

# Work Experience, Skills, Knowledge & Behaviours

Paid training will be provided and an individual with the right attitude and a willingness to learn is the most important aspect.

#### Work Experience

#### Desirable

* Passionate about the natural environment with a keen eye for detail.
* Experience in working in a horticultural environment, desirable but not essential

#### Skills, Knowledge and Behaviours

#### Essential

* Good general knowledge of plant care.
* Be friendly, approachable, courteous, and considerate
* The ability to work seasonally and at short notice (for example after a period of bad weather)
* Be reliable, organised and committed
* Previous experience with using landscaping equipment is preferable, but not essential
* Flexible in approach to work and willing to work outside in all weather
* High standard of care and attention

The deadline for applications is 5pm on Friday 22nd April 2022.

Interviews will be held from Tues 26th - Fri 29th April (may be held virtually).

Start date from Monday 9th May 2022.