

# **London Borough of Bexley - Job Description Template for GLPC Grades (Bexley01-09)**

**Job Title:** Community Gardener

**Grade:** 5

**Management Group:** Libraries, Archives, Leisure and Culture

**Department:** Parks and Open Spaces

**Section:** Lesnes Abbey Woods

**Reports to:** Ian Holt, Lesnes Estates Manager

**Responsible for:** Assisting in the supervising of volunteers and contractors within Lesnes.

**Main purpose of the job:** To assist in the maintenance of the gardens at Lesnes, and the development of the new herb garden, working predominantly with volunteers but also liaising with contractors and dealing with enquiries from members of the public.

**Major Duties and Responsibilities:**

**About Us:**

Bexley is an outer London Borough with the best of both worlds, located between the hustle and bustle of London and the Garden of England, Kent. The award winning Lesnes Abbey Woods is the 2<sup>nd</sup> largest public open space in the Borough, comprising of 88 hectares of stunning park and ancient woodland including the Grade II Listed and Scheduled Ancient Monument of Lesnes Abbey ruins. Designated a Site of Importance for Nature Conservation and a Local Nature Reserve, Lesnes Abbey Woods is of regional significance for its wildlife

Bexley Council, in partnership with The Friends of Lesnes Abbey and Woods (FOLAW), has secured funding from the National Lottery Heritage Fund (NLHF) to mark the 500th anniversary of the dissolution of Lesnes Abbey. The key aims of the grant are improving access and participation, saving heritage, protecting the environment and organisational sustainability. As part of the grant, the Community Gardener will be employed weekly for 52 weeks ending 09/03/2027.

**Major duties and responsibilities of the Community Gardener:**

The Gardener's role will, more specifically, achieve the following goals:

1. Working with the Estate Team, improve the welcoming garden spaces at Lesnes Abbey Woods and assist in the creation of a series of raised beds for growing herbs and plants with medicinal uses (as a reference to the Abbey's history) and supervise the care of these beds which will be planted and maintained with the help of the local community.
2. Maintaining the gardens for visitors to enjoy and ensuring access for all. Working effectively and, at times, with minimal direction supervision.
3. To carry out the role with an understanding of, and commitment to diversity, equal opportunities and safe work practices including safeguarding.

4. To answer questions from the public and promote understanding of the garden's historical and natural history.
5. Encouraging members of the public to undertake volunteering and to provide a programme of volunteering tasks and activities.
6. Relying on strong people skills to work with a diverse range of volunteers, including those with English as a second language, and those with additional needs.
7. Enhance social connection, health and well-being through shared activities, mostly of a physical nature and encouraging a sense of site ownership amongst the volunteers.
8. To maintain staff, volunteer and public safety by following Health and Safety procedures whilst performing a variety of tasks and working in a range of weather conditions. Complete an induction and administrative and clerical duties in line with the London Borough of Bexley Council's requirements.
9. To undertake and contribute to projects or tasks that will enable our service to be delivered as effectively and efficiently as possible and undertake any other duties that may be required from time to time.

**Job Activities:**

Working with the Lesnes Abbey Estate Team, the Community Gardener will be completing various aspects of the amenity horticulture. This will include many tasks physical in nature including the cultivation of plants, seasonal planting and development of a new herb garden, weeding, pruning of plants, shrubs and trees.

1. The Gardener's role is also to provide a high level of maintenance and development of the gardens in a manner that reflects and showcases the aims of Lesnes 500 National Lottery Heritage Fund (NLHF).
2. Responsible for the supervision of volunteers on site, the Community Gardener will encourage more volunteers to participate, building on the legacy on the site and further nurture and develop the site in partnership with the Lesnes Abbey Estate Team, which includes the highly successful Friends of Lesnes Abbey and Woods (FoLAW) garden club.
3. Enable excellent cooperation between the Lesnes Estates team in coordinating and developing the volunteer programme, adding to the committed volunteer base, and

providing supervision and learning opportunities. As well as providing opportunities for visitors to engage with the garden and planting throughout the site.

4. Work with our community, as well as partner organisations and contractors, to facilitate wellbeing, learning and employability opportunities in horticulture, and promoting sustainability and environmental awareness.
5. Ensure safe use of tools and equipment by all garden users. Maintain cleanliness and tidiness of gardens and storage areas. Follow Lesnes' Health and Safety policies and procedures including COSHH.
6. When required assist with reasonable requests including participating in meetings and contributing ideas to wider Lesnes Abbey Woods planning and events, for expanding or improving growing areas.

## Person Specification

**Management Group:** Libraries, Archives, Leisure and Culture

**Department/Section:** Libraries, Archives, Leisure and Culture, Lesnes Abbey Woods

**Job Title:** Community Gardener

**Job Family:** Customer Facing

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (see key)
<b>(a) Education and formal training</b>		
Relevant horticultural qualifications and courses	D	A/I
PA1 and PA6 certificates for use of herbicides	D	A
First Aid Qualification	D	A
<b>(b) Relevant technical experience, knowledge &amp; skills/abilities</b>		
Good level of plant knowledge and horticultural practices.	E	A/I

Reasonable experience of assisting in developing low maintenance gardens and sustainable maintenance regimes	E	A/I
Good knowledge and application of Health & Safety regulations, COSHH and Risk Assessments	E	A/I
Knowledge of handling biological control organisms and correct procedures	E	A/I
Good practical experience of safety in using all tools and tool maintenance	E	A/I
Good experience of working proactively to tackle priorities that may arise	E	A/I
Good supervisory skills and experience and the ability to guide and direct the work of other employees, apprentices and volunteers	E	I
Good communication skills including the ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.	E	A/I
Good customer service skills including the ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.	E	I
Basic computer service skills and knowledge and experience of IT packages	D	A/I
Working with volunteers	E	A/I

---

**(c) Other Additional Requirements**

Ability to work occasionally at weekends.	D	A/I
---	---	-----

---

**KEY:**

I = Interview, A = Application Form.

Applicants will be assessed against these criteria and the following high-performance indicators throughout the recruitment process.

\* *Guidance on the appropriate Job Family to be assigned to this post can be found at the following link:*

<https://bhive.bexley.gov.uk/how-do-i/tasks-and-guides/job-evaluation/?page=5>

*Please contact your HR Adviser if you require any advice on the relevant job family for the role.*

## High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
<b>Innovation</b>	I respond flexibly and adapt to changing demands	I routinely look for innovative and cost-effective ways to improve performance and customer service
	I am prepared to take managed risks to achieve better outcomes	I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future
	I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo	I take calculated risks based on available evidence and my professional judgement to learn and try new things
<b>Leadership</b>	I demonstrate a clear sense of purpose and direction, in line with organisational objectives	I take responsibility for my service and for making things happen to make a difference to my service users
	I am willing to take difficult decisions	I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work
	My personal actions promote a positive image of Bexley	I inspire, lead and encourage staff to move forward
<b>Collaboration</b>	I show respect for others and value contributions from internal and external partners and customers	I encourage the feeling that the team is a collective unit with shared goals
	I recognise the right solution, regardless of who initiated it	I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council
	I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I network internally and externally

<b>Listening and Responding</b>	I acknowledge other people's viewpoints and work with them to find a win-win solution	I seek regular service user feedback and review customer data to shape service improvements
	I prepare and present information anticipating questions and problems	I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them
	I adapt my style to the audience and their needs, using the most appropriate communication channels	I empower staff to make decisions and changes to improve value for money, customer service and productivity
<b>Open and Accessible</b>	I see issues from the customer / user perspective	I am accessible to my service users, customers, staff and Members
	I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs	I communicate and share a clear vision for the bigger picture as well as specific service areas
	I seek to build and maintain positive relationships with customers and partners	I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
<b>Impact</b>	I prioritise my activities and resources to focus on those which have the most impact for residents	I design services that provide value for money and deliver our outcomes, informed by evidence
	I take responsibility for making things happen and achieving my objectives	I produce, prioritise and adapt plans to meet changing requirements
	I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence	I set interim goals to achieve notable wins on the way to larger objectives
		I deal with poor performance

These HPI values should not be changed.