

## JOB DESCRIPTION

<b>Job title:</b>	Gardener
<b>Directorate:</b>	Resources
<b>Location:</b>	Combat Stress Head Office / England South Hub
<b>Accountable to:</b>	Head of Property and Estates
<b>Accountable for:</b>	N/A
<b>Pay grade:</b>	306
<b>Type:</b>	12 month fixed term contract

## VALUES FRAMEWORK

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

- Together
- Focused
- Bold
- Personal

## GENERAL OVERVIEW OF ROLE

- The Gardener will be responsible for the day-to-day maintenance of the gardens and grounds to ensure that they are maintained to the exacting standards required throughout the year and when requested by the line manager, support the wider estates team within their duties.

## MAIN DUTIES AND KEY RESPONSIBILITIES

- To undertake horticultural tasks in line with garden maintenance schedules developed with the Head of Property and Estates.
- To co-ordinate and work closely within the estate team and undertake any other duties at the request of the line manager which are commensurate with the role.
- To ensure the security and safety of all horticultural and grounds care equipment.
- Maintenance of ponds or water features.
- To maintain irrigation systems in line with schedules
- To conduct and review regular risk assessments
- Assist in the management of the implementation of new projects.
- To be aware of Health & Safety Policies and Procedures, ensuring that all safety precautions are observed and that any hazard is immediately reported
- To provide supervision of external volunteers
- Maintenance of roads and paths
- Gritting and snow clearing during periods of inclement weather
- To be aware of all relevant policy and procedure in relation to COSHH and to maintain high standards set by the Organisation.

## OTHER DUTIES

- To use Information Management and Technology effectively in accordance with the policies of the Organisation.
- To undertake mandatory training and appropriate training identified through supervision and appraisal.
- To identify own training and developmental needs and participate in a personal development plan to meet identified needs.
- To maintain the confidentiality of all client data in line with Organisational policy.
- To represent Combat Stress in a professional manner at all times
- To fully understand and adhere to the policies and procedures of the Organisation.
- To work in a flexible and responsive way to meet the changing needs of the service users and demands of the service.
- To promote equality, diversity and the rights of the service users.
- To follow safeguarding procedures to minimise risk of harm to children or vulnerable adults.
- To contribute to the maintenance of a healthy and safe working environment by adhering to Health and Safety Organisational policies.
- To complete incident reporting in accordance with the policies of the Organisation.
- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

## RISK MANAGEMENT

As an employee of the Charity, the postholder is required to be risk aware and readily able to identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder's line manager.

## INFECTION PREVENTION AND CONTROL

Maintain an up-to-date awareness of the Infection control procedures relevant to your area of work and implement these in practice. As a minimum this must include hand hygiene and the use of personal protective equipment as appropriate.

April 2025

Signature of postholder

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Print name

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Date

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