



The Queen's Award
for Voluntary Service



Head Of Horticulture Gardening and Contracts



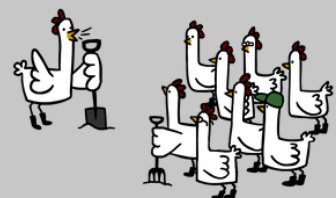
We have been providing training and employment opportunities for young people and adults with learning disabilities since 1990.

"Every community needs a place at its heart where people are nurtured" Tom Stuart-Smith.

www.sunnysideruraltrust.org.uk

Who we are

- Sunnyside Rural Trust is a thriving charity and social enterprise offering training and work experience for more than 170 adults with learning disabilities. We offer unique opportunities for this vulnerable group to acquire skills in rural activities including horticulture, animal care, retail, cafés work, and working within the local community.
- We are a highly respected and award winning trust with long established relationships with prestigious garden designers such as Tom Stuart Smith. As well as newly developed ones with Arit Anderson which led to a recent feature on BBC Gardeners' World (www.bbc.co.uk/programmes/m001ltth).
- Our sites are spread across the west of Hertfordshire with opportunities to grow and expand in to Bedfordshire.
- We pride ourselves on our values led ethos putting people, individuality and inclusivity at the heart of everything we do.



Who you are

We are looking for an innovative and highly motivated individual, a self-starter who will grasp this unique opportunity to work with both vulnerable adults and young people in everything Horticulture. You will be passionate about sharing your horticulture skills teaching those you work with to learn and develop skills of their own.

You will be ambitious for the people you work with, the development of the organisation and your own career without compromising the Trust values, mission & aims. You will be patient, supportive and ideally with some experience in mentoring, coaching & supporting both staff and service users' development emphasising on what people can do rather than what they can't.

You will have an excellent track record in business, managing, organising and scheduling multiple projects such as gardening contracts or land development. As well as managing people to participate, deliver and achieve the desired outcome. You will love working with people as much as you do plants. You must be a great team player and always at the ready to join in at any level.

You will be an inspirational leader with a positive 'can do' solution focused approach, able to think on your feet and work responsibly and flexibly. You will be passionate in delivering quality whilst completing projects and contracts efficiently and in a timely manner. You will be an excellent communicator to a varied audience from local councils to a vulnerable young person's first experience of the world of work.

Finally, you will care deeply about our environment and all living things from tadpoles to trees, is this you?



Job Description

The role requires the ability to work independently within a busy team, contributing towards strategic priorities, managing projects, a growing outside gardening contract service, and ensuring our sites are of a high standard. You must be organised and able to prioritise your own workload to meet conflicting priorities and challenging deadlines. As well as this, you will have a flexible and versatile attitude when working with partners. You will be part of the Senior Management committed and dedicated to providing opportunities for disadvantaged adults and young people. The role will require flexibility through a mix of office and site-based working. You will be required to travel and work across all SRT sites.

Main Duties and Responsibilities

Strategic Direction

- Lead our vision of a thriving horticulture social enterprise creating employment for disadvantaged young people and vulnerable adults.
- Support staff across all sites to contribute and participate in the strategic direction of horticulture social enterprise activities.
- Set and implement quality standards for all horticulture work on and off site and introduce processes to ensure they are consistently met.
- Lead and implement environmental projects on Trust sites and externally.

Project Development

- Seek new opportunities to further grow off-site gardening contract social enterprise.
- Develop capacity within the Trust to respond and deliver projects / contracts.
- Create new links with external organisations and agencies to develop the Trust's support and development of potential service users. For example the offer of gardening/horticulture apprenticeships in collaboration with local education providers.
- Project-manage buildings and renovations.

People Management

- Lead and manage a team of horticultural coordinators and associated project workers.
- Develop and inspire vulnerable adults and disadvantaged young people to develop horticulture and gardening skills
- In collaboration with the Head of Services, manage site managers to implement the strategic and operational site plans.
- Foster a collaborative working approach, with internal or external staff.



Off Site Contracts

- Provide a timely response to all off-site contract and gardening enquiries.
- Oversee the management and scheduling of off site contracts.
- Develop and grow team capacity to deliver off site contracts.
- Work in partnership with other organisations to provide opportunities and training to disadvantaged members of our local community to engage in outside contract work.
- Hold and minute biweekly contract scheduling meetings.

Buildings and Land Management

- Oversee the land management of all Sunnyside Rural Trust sites - which include a mixture of farm, rural land, allotments, and buildings.
- In collaboration create long-term management plans for each site.
- Manage contractors employed for a specific purpose, such as tree surgeons or building services engineers.
- Oversee the development of the sites, to make sure they are being effectively run to meet the Trust's objectives.
- Work with the landowners/senior leadership of the Trust to keep them up to date on developments or potential issues.
- Keep up to date with legislation and regulations that affect the sites.

Health and Safety, Safeguarding

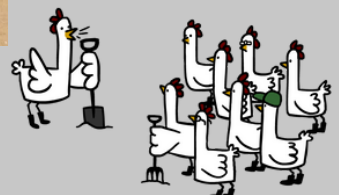
- In collaboration with Head of Compliance and QA, ensure all activities are risk assessed and sites are health & safety compliant.
- Ensure those we care for are at the centre of what we do and policies to safeguard wellbeing are adhered to.
- Ensure equipment, land and structures are maintained to a high standard, providing training, support and advice where necessary.



Personal Specification

You'll need:

- Expertise and experience of leadership and management.
- Strong relevant horticultural knowledge.
- Innovative leadership at senior management level, and in the management and development of staff.
- Experience of developing and delivering a coherent strategic vision.
- Experience of developing and managing significant and diverse operating and capital budgets.
- Experience of developing, nurturing and delivering operational partnerships and collaborative programmes.
- The ability to recognise commercial opportunity to create income.
- Financial management and budgeting skills, ability to calculate costs and keep track of what money is being spent on repairs, garden maintenance and building renovation.
- Health & safety diligence, to ensure staff, trainees and volunteers are kept safe.
- Excellent delegation and motivational skills.
- To be a good negotiator, ensuring that the Trust gets good deals with contractors, or when purchasing services, resources, or equipment.
- To be highly organised, the ability to juggle multiple issues of varying levels of urgency and importance.
- To be creative at problem solving.
- Ability to drive and willing to drive Trust vehicles.
- To be degree qualified or have significant experience and able to evidence your knowledge and understanding of appropriate land management processes
- Ability to work on your own initiative using solution focused problem-solving skills.
- Excellent written and verbal communication and interpersonal skills, with good IT skills in areas such as Outlook and Microsoft Office programmes.



Pay and Benefits

We offer a generous employment package:

- Salary £34-40k (subject to skills and experience).
- Generous matched pension scheme.
- 25 days holiday.
- Bank Holidays.
- Discounts in our shops and cafés.
- A range of staff support mechanisms, including an Employee Assistance Scheme.



To apply, email keely@sunnysideruraltrust.org.uk with:

- Your CV
- A covering letter outlining the skills, knowledge and experience you will bring to this post (No more than two A4 sides)

Closing date: Midday 22nd September 2023

Interviews: 3rd /4th October 2023

To arrange an informal discussion about the post, please contact
Keely Siddiqui Charlick on 07545 590939

Sunnyside Rural Trust is a charity registered in England (1004264)



