

## National Botanic Garden of Wales Job Description

<b>Job title</b>	Apprentice Horticulturist
<b>Department</b>	Horticulture
<b>Reports to</b>	Senior Horticulturist (Nursery & Apprenticeship Coordinator)
<b>Responsible for</b>	n/a
<b>Level (if applicable)</b>	n/a

<b>About the Garden</b>
<p>The National Botanic Garden of Wales (NBGW) is a centre of expertise for biodiversity, conservation, education, research, and horticulture. NBGW has become an established national institution since opening in 2000, working with partners throughout Wales and internationally. It is a Botanic Gardens Conservation International (BGCI) accredited institution. Based in Llanarthne, Carmarthenshire, the 568-acre estate features a mixed landscape comprising of formal gardens, a National Nature Reserve (NNR), a certified organic farm all within a Cadw Grade II* parkland. On-site facilities include classrooms, laboratories and the National Seed Bank of Wales. Current science work is focused on pollinators, regenerative practises in grasslands and the Welsh flora.</p> <p>NBGW is a bilingual institution delivering a wide range of services and public benefits. As a tourism destination, NBGW attracts 160,000 visitors and delivers 27,000 educational contacts. It has a flourishing two-year horticultural apprenticeship programme. It has delivered nationally significant granted funded projects such as ‘Growing the Future’ and ‘Biophilic Wales’ which have helped support education, engagement and community horticulture. Partnerships with universities and conservation practitioners foster collaborative research and conservation, collectively advancing the understanding and preservation of Wales’ natural heritage. To learn more, visit <a href="https://botanicgarden.wales">https://botanicgarden.wales</a></p>

## Description of Role

The Apprentice Horticulturist is a training position within the Horticulture Department. It is on a two-year fixed contract. They will rotate through the horticultural sections working alongside the Senior Horticulturists and Horticulturists to gain experience of all aspects of horticulture within a botanic garden setting. This will include propagation and nursery maintenance; maintenance of public glasshouse displays and collections; maintaining a wide range of plant material from trees to herbaceous perennials; working with a variety of horticultural machinery and contributing to the general upkeep of the site. They will get training and experience on using the plant records database provided through the Plant Records Officer.

Throughout the course of the two-year programme they will undertake informal work-based assessments set by the Apprenticeship Coordinator; including plant identification, keeping a work diary and producing job cards. On successful completion of the programme they will achieve the City & Guilds Level 2 Diploma in Work-based Horticulture (QCF). In tandem with this they will complete the RHS Level 2 Certificate in Principles of Horticulture as a day release element. They will undertake coursework and written projects and tasks set as part of the programme in their own time. They will take part in placements at other relevant gardens or institutions of up to four weeks over the course of their tenure.

They will work within the health and safety standards set with the Horticulture Department and wider Garden. They will participate in the weekend duty rota. They will support with any other reasonable duties that relate to the maintenance of the Garden and the living collections. They may be required to work in other NGBW teams from time to time depending on the needs of the organisation. They will support the Horticulture Department with content creation for engagement activities and interpretation. They will participate in garden events, outreach and educational activities as required.

The Apprentice Horticulturist will have a minimum of two GCSEs at grades A\*- C, including mathematics and English. They will be a highly motivated individual dedicated to pursuing a career in horticulture. They will be well organised, capable of completing the practical and written elements of the programme and a team player. They will have a commitment to the delivery of NBGWs Mission and Strategic Objectives.

<b>Main Duties and Responsibilities</b>	
1	Complete the RHS Level 2 Certificate in Principles of Horticulture as a day release element.
2	Rotate through the horticultural sections working alongside the Senior Horticulturists and Horticulturists to gain experience of all aspects of horticulture within a botanic garden setting.
3	Involved in propagation and nursery maintenance; maintenance of public glasshouse displays and collections; maintaining a wide range of plant material from trees to herbaceous perennials; and contributing to the general upkeep of the site.
4	Use a range of horticultural machinery in the day-to-day management of the Garden and wider estate.
5	Receive training on the use of the plant records database provided from the Plant Records Officer.
6	Undertake informal work-based assessments set by the Apprenticeship Coordinator; including plant identification, keeping a work diary and producing job cards.
7	Undertake coursework and written projects and tasks set as part of the programme in their own time.
8	Take part in placements at other relevant gardens or institutions of up to four weeks over the course of their tenure.
9	Work within the health and safety standards set particularly for the use of machinery and when working around the public.
10	Undertake weekend duty cover for the Department as per the weekend duty rota.
11	Participate in Garden events, public outreach and educational activities as required.
12	Support the Horticulture Department with content creation for public engagement on NBGWs work and activities related to their role and areas and collections they work within.
13	Undertake any other duties as reasonably required.

Person Specification			Method of Assessment		
	Essential	Desirable	Application	Interview	Assessment
<b>Qualifications</b>	Minimum of two GCSEs at grades A* - C, including mathematics and English		X	X	
<b>Knowledge, skills and abilities</b>	The organisational ability and motivation to follow a work and study schedule.		X	X	
	Ability to work accurately and to follow instructions.		X	X	
<b>Experience</b>	Evidence of some previous interest in gardening.		X	X	X
<b>Personal qualities</b>	An interest and enthusiasm for learning, and the determination to develop a career in horticulture.		X	X	
	The physical capacity to work outside, in all seasons.		X	X	
	Good communication skills – written, oral and interpersonal.		X	X	
	The ability to work as a member of a team and contribute to the Mission and Strategic Objectives of NBGW.		X	X	
<b>Additional requirements</b>		Proficiency in written and spoken Welsh. or a commitment to learn Welsh.	X	X	