

## Flower Pod Horticulture Lead

**Salary:** 20k FTE

**Hours:** Negotiable



Flower Pod is a horticultural based Social Enterprise located just outside the historic cathedral town of Southwell in Nottinghamshire.

We are part of Reach Learning Disability, a charity that provides day-centre care and domiciliary support for people with learning disabilities. Flower Pod is one of the four Reach bases in Southwell, Newark and Mansfield.

### **Job Purpose:**

To be a visible champion for fun, learning and unhindered access to the therapeutic benefits of horticulture.

To operate as part of the day-to-day implementation team, led by Flower Pod Manager, so that the horticultural environment at Flower Pod is safe and stimulating, providing meaningful, focussed activity for clients, volunteers, staff and visitors.

To ensure the fullest availability of seasonal flowers and plants suitable for commercial and fundraising purposes, coupled with the presentation of a 'beyond expectation' destination garden.

### **Key Responsibilities:**

**In line with Business Plan and strategic overview of horticulture development at Flower Pod, deliver garden plans that uphold the vision for the garden, a high level of garden maintenance and presentation, working to combine the efforts of community and corporate volunteers alongside client contribution, to deliver our sustainable, social enterprise model.**

Including-

#### **Management and maintenance of the garden and its development**

Lead on-site garden development, manage projects and oversee the work delivered including that of external contractors or agencies.

Manage all practical horticulture within the garden – planted areas, propagation, pest and weed control, composting, soil improvement, hard landscaping and path care.

Manage maintenance and enhance presentation of all areas including, polytunnel, ponds and garden structures.

Maintain accurate records and oversee process management throughout the year.

Contribute to the development of the garden in its aesthetic, practical and commercial functions, sharing your experience, knowledge and passion for the project.

#### **Health & Safety**

Be a visible, supportive presence, reporting any areas for concern to Flower Pod manager and contribute to hazard management by risk assessment and implementation of safe working procedures for all horticulture and garden/site development and projects.

Undertake responsibility for proper care, maintenance and authorised replacement of tools and machinery.

Lead by example and exercise good practice in relation to your own health and safety and responsibilities towards colleagues, clients, volunteers and visitors. Assess what practicable adjustments and assistance can be provided to enable tasks to be completed safely in respect of people's physical capabilities. Embrace and endorse our aim to work in a way that is sustainable and environmentally friendly – including consideration to ethical matters such as use of water, peat, energy and pesticides - working in harmony with the natural, local conditions and minimising impact to wildlife.

### **Key relationships**

Overseen by **Flower Pod Manager** you will work closely with Client and Customer-facing Managers to deliver end products that achieve the blend of flowers, foliage, bedding and stunning presentation Flower Pod requires.

In collaboration with **Client Services Lead** you will develop trusting, supportive relationships with clients, understanding the necessity for sensitivity around their needs, abilities and preferences, to positively build individual skills and interests, liberating potential and contributing to productivity.

In collaboration with **Customer Services Co-ordinator** you will identify/research appropriate species to best match trends and requirements for a variety of commercial needs and understand the principles of producing good stems for cutting and bulk production for natural petal confetti.

You will manage a cohort of dedicated **horticulture volunteers** (ranging from very knowledgeable gardeners to keen-to-learn amateurs), to assist in as many aspects of the garden's productivity as possible. Offering hands-on guidance and training, you will recruit new volunteers overseeing their induction to Flower Pod.

You will welcome **visitors** and assist in the interpretation of the garden; supporting Tours and Talks, **funder and donor** visits and **corporate volunteering** days.

You will liaise and work collaboratively with **Nottingham Trent University** (Estates, students, academic) to support mutually beneficial projects where agreed, as part of our business plan.

You will initiate/identify capital expenditure for small projects, justifying requirements to support bids, contributing documentation (with Manager) to **the Income Generation Team**.

### **Administration**

Report against targets and planned activities in Balanced Business Scorecard.

Feed into monthly management reporting.

Feed into annual operating budget requirements and track performance, analysing yield versus outlay, variations and controlling expenditure throughout the year in line with role objectives.

### **Other requirements**

Support, annual flower/baskets/container campaigns such as Mother's Day, Valentines and Christmas working with colleagues to identify wherever possible, opportunities for client and volunteer participation throughout sowing, growing and distribution phases.

Support annual flower/baskets/container contracts; making site visits, drawing-up costings to include production and delivery considering feasibility for accurate, realistic and competitive quotations

Provide support for occasional off-site promotional events for Flower Pod such as festivals, fund-raising activities, external presentations and support the wider-charity planned activities throughout the year.

Carry out duties as required by Flower Pod manager

**Personal Attributes:**

Passionate about growing – flowers and people!  
Genuine interest in working with people with learning disabilities  
Confidence to lead, enthuse and motivate  
Calm and clear thinking under pressure  
Happy to provide flexible working hours  
Ambition to develop and expand role and responsibilities  
Approachability and empathy  
Creative, innovative & positive approaches to problem-solving  
Determination, resilience and adaptability  
Well organised  
A great team player  
Good timekeeping and reliable attendance  
Willingness to try new things  
Commitment to achieving extraordinary outcomes, beyond expectation