



Job Description

Job Title:	Garden Operations Supervisor (p/t)
Work Pattern:	Part time, 3 days per week. Flexible on days and will include some weekends and occasional evenings.
Reporting to:	Swiss Garden & Grounds Manager
Direct Report(s):	Swiss Garden Stewards, Volunteers
Work Closely with:	Weddings Team, Events Team, Education Team, Facilities, Head Gardener, HR Officer

Main Duties:

- To coordinate and supervise the garden stewards and garden volunteers in respect of planned activities, events, weddings, and all other functions taking place in the Garden, providing day to day management and guidance.
- To recruit and embed new volunteers to the Garden in conjunction with the HR Officer & Head Gardener
- To maintain regular communication with the volunteers and stewards, to ensure they are engaged and kept informed with activities on site.
- To provide training and leadership to new staff within the remit of your role
- To take a pro-active approach to operations within the Garden, seeking and suggesting solutions to problems
- To liaise with other departments on site to include Weddings, Events & Education, to ensure a joined up approach in relation to the scheduling of staff and planning of operations.
- To liaise with the Education team in relation to children's craft activities in the Garden, providing input and using creativity where required.
- To create and distribute the rotas for all activities taking place in relation to the Swiss Garden, ensuring the effective use of resources.
- To adopt a flexible working pattern, attending necessary events to include some evenings and weekends, providing supervision and coordination to staff and volunteers on the day.
- To adhere to relevant legislation, standards and operating procedures, and to report any occurrences/conditions to the Garden Manager that are considered to be unsafe including activities, accidents, hazards, vehicles, machinery and equipment defects.
- To ensure that accurate and organised records are maintained relating to work undertaken and to ensure that the Garden Manager is fully notified of any concerns or issues around the maintaining of these records.
- To undertake such other duties required by the Garden Manager in a professional manner.

Person Specification

- Must possess strong administration skills, and be proficient in the use of Microsoft packages, to include Outlook, Excel & Word.
- Supervisory experience
- Must possess good communication skills, verbal and written
- Knowledge of personnel procedures advantageous
- Experience in volunteer management and coordination advantageous