



## **GARDENER**

**Post:** Gardener (13 hours a week worked on an annualized basis)

**Responsible to:** Strategic Manager

**Working location:** Epworth Old Rectory (EOR)

**Salary:** £13.45 per hour (LWFRLW) as at 01/01/2026  
EOR supports the Living Wage Foundation Living Wage

### **Job Profile:**

The Gardener is a key member of the Epworth Old Rectory team, responsible for caring for the historic grounds of the Old Rectory, cultivating plants in a historically sensitive way, keeping the whole garden area tidy and usable by visitors, managing and working with volunteers to deliver the tasks described below, and being involved in the life of the Old Rectory. It is important that the Gardener works closely with our Volunteer team, who will help them to deliver the wide-ranging remit of this role.

### **Key responsibilities**

#### **The following responsibilities are essential elements of the role:**

- To create and deliver a collaborative garden strategy and plan, which forms part of the overall 3-year strategy for the Old Rectory. This work will be completed in liaison with the garden volunteer team.
- To maintain all areas of the garden throughout the year, keeping them tidy at all times, overseeing work of the volunteers as appropriate.
- To manage and encourage new membership of the Garden Volunteering team. Undertaking regular meetings and training with them to plan schemes of work and garden maintenance.
- To work in consultation with the Visits and Collections Manager (VCM) to ensure that correct records are kept, safeguarding and health and safety records are maintained and that the team is integrated into the wider Volunteers network
- To cut the grass when required (possibly every two weeks during the growing season and before special events) and trim other areas in the garden.
- To maintain the Physick Garden according to the designed historic planting scheme and replace / introduce plants where necessary, working with Volunteers as appropriate.

- To maintain and oversee the composting area and maintain /use garden waste in an appropriate way, working with Volunteers as appropriate.
- To maintain and oversee the orchard, working with Volunteers as appropriate, including undertaking necessary tree pruning, gathering fruit and working with the SM and VCM to plan appropriate distribution and use of the fruit when possible (ie at events and workshops).
- To maintain and oversee the maintenance of the kitchen garden and greenhouse with the volunteer team. Produce can be used by the volunteers, the Old Rectory or local community as appropriate. (Note – the kitchen garden is currently managed in entirety by a Volunteer as an allotment for their own use (2026))
- To maintain and oversee the Memory and sensory gardens, working with the Outreach Learning and Engagement Manager (OLEM) on ongoing and new projects with our various outreach audiences – including our participants Living with Dementia, people with additional needs, Learning Visits and the wider community.
- To keep all plants throughout the garden correctly labelled where necessary.
- To monitor all of the mature trees, advising the Strategic Manager (SM) when large-scale pruning is necessary. In such cases to liaise with qualified arborists to undertake the work. Seeking out such services when necessary in consultation with the SM.
- To work with the SM to improve access to the garden – either physically or supporting users with other additional needs.
- To liaise with the Building Supervisor when necessary and appropriate, regarding upkeep of the paths and terracing surrounding the house; the car park; all external signage and furniture in the garden.
- To liaise with the Office Administrator, monitoring the garden donations box, and ensuring that any donations are transferred regularly to the office.
- To support the Strategic Manager and Visitor and Collections Manager, liaising with the farmer keeping sheep and other livestock on the craft, liaising with them with necessary.
- To be willing to be involved with special events at the Old Rectory, particularly where these include the gardens.
- To identify with the SM fundraising opportunities to improve the garden.
- Any other tasks as may become necessary.

**The following responsibilities are desirable elements of the role:**

- To cultivate new plants so that the garden always has something of interest for visitors. A plant propagation / seed gathering scheme is actively encouraged
- To introduce and maintain any wildlife elements of the garden including but not limited to wild bird feeders, insect hotels, butterfly border, bird boxes, bat box and pond.
- To show visitors around the gardens where requested and undertake garden tours, supporting garden volunteers to also undertake this activity.
- To prepare plants and produce for sale from time to time, especially for special events.

**The grounds of the house comprise:**

- A main lawn with mature trees (many of which are under a preservation order), shrubs and perennial flowers.
- An orchard
- The John Wesley Physick Garden – a formal garden containing the herbs and plants used by John Wesley in his book 'A Primitive Physick'.
- A composting area
- A vegetable and fruit garden with a greenhouse.
- Hedges around the premises including around the car park.
- A raised bed Memory Garden and potential Sensory Garden
- A large area of grassland known as 'the Croft' on which a local farmer grazes sheep

Epworth Old Rectory – Gardener  
**Employee Specifications**

	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"> <li>• Managing a large garden</li> <li>• Cultivation and nurturing of plants</li> <li>• Use of hedge-cutters, lawn mower, strimmers and other relevant machinery and tools</li> </ul>	<ul style="list-style-type: none"> <li>• Working with the grounds of a museum or historic house or a building open to the public</li> <li>• Experience of growing and maintaining heritage plants and the history of plants</li> </ul>
Education/Training Qualifications	<ul style="list-style-type: none"> <li>• No formal training is essential</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ or similar in horticulture</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>• Understanding the care of plants especially in terms of cultivation and propagation</li> <li>• Seasonal-appropriate planting</li> <li>• Environmental knowledge in terms of composting and soil health</li> </ul>	<ul style="list-style-type: none"> <li>• Sympathy towards the Methodist context of the Old Rectory especially in relation to the Physick Garden</li> <li>• Attracting appropriate wildlife into the garden, and protecting it</li> <li>• Garden history specifically gardens in the 18<sup>th</sup> century</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Safe use of machinery, chemicals and equipment</li> <li>• Ability to help other people reach greater understanding of the garden</li> </ul>	<ul style="list-style-type: none"> <li>• Leading guided tours, foraging tours, environmental specialisms</li> <li>• Undertaking plant-based research</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Ability to plan work clearly and then work to the plan</li> <li>• Suitable to work with vulnerable adults and children</li> <li>• Willingness to learn and develop knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Team player – especially having a willingness to work with volunteers and to share expertise with them.</li> </ul>
Working arrangements & personal availability	<ul style="list-style-type: none"> <li>• Legal to work in the UK</li> <li>• Available to work flexible hours including weekends and evenings</li> <li>• Current CRB check</li> </ul>	