

Role Title	Plant Records Volunteer
Team	Horticulture
Reports to	Plant Records Officer
Date Issued/Revised	Spring 2023

INTRODUCTION

Birmingham Botanical Gardens is an independent educational charity aiming to offer world class environmental education in a green environment to audiences in all sectors of the community.

ROLE PURPOSE

To assist in the audit of the living collections and maintenance of accurate plant records, generation of reports to support living collections management and visitor experience.

PRINCIPAL ACCOUNTABILITIES

1. To abide by Volunteer agreement.
2. BBG Values and Behaviours.
3. Ambassador to the gardens.
4. Follow H&S legislation and guidelines.
5. Vision / Mission / Charitable aims.

SPECIFIC RESPONSIBILITIES

1. Conduct routine tasks such as input of plant passports and data migration.
2. To follow the direction, training and supervision of Plant Records Officer and other staff in the auditing of the Living Collections across the site.
3. To ensure all BBG assets such as tools & plants are well looked after and maintained, that all BBG facilities are respected and kept tidy e.g., break areas, toilets.
4. To work independently and part as a team, towards the area management plan and in line with Living Collections Strategy, Health and Safety policy.

SUPERVISION

Working under the direction and/or supervision of Plant Records Officer and other more senior staff.

WORKING CONDITIONS

Manual handling, hot, humid, cold, small spaces, public areas and back of house areas.

Time commitment

Ideally once a week, Thursdays & Fridays; 8.00am – 17.00pm for a minimum period of 6 months.

PERSON SPECIFICATION

Area	Essential	Desirable
Knowledge	Knowledge of plant systematics.	Knowledge of Tropical Plants, Temperate Plants, accession policies.
Experience	Data entry, record keeping experience.	
Qualifications	IT GCSE. English, Maths and Science GCSEs or equivalent.	RHS Level 3, Biological Degree, IT qualifications, CAD etc.
Skills	Extremely IT literate.	Good team working, ability to work on own.
Other	High attention to detail, methodical approach to work.	Reliable.

BENEFITS

- Free membership (after minimum hours have been met)
- Seasonal Volunteer socials at the Gardens
- Discounts in the BBG shop and cafe