

Role Title	Glasshouse Trainee
Team	Horticulture
Reports to	Area Senior Horticulturists
Salary	£22,105
Contracted hours	Full time (Average 39 hrs per week)
Date Issued/Revised	June 2023

INTRODUCTION

Birmingham Botanical Gardens (BBG) is one of the most historically significant Botanic Gardens in the UK; a sole survival of its type from the group of early 19th century Botanic Gardens that were set up with public subscriptions in the UK's major cities. The registered Grade II* landscaped Gardens occupy 15 acres, 1 mile from Birmingham City Centre, and opened to the public in 1832. The Glasshouse range encompasses a Tropical House, Sub-tropical House, Mediterranean and Arid houses and with back of house Nurseries supporting the displays as well as producing bedding plants for the historic Terrace and Bandstand.

In the present day, 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. We are in the development phase of a National Lottery Heritage Fund capital project, which includes the restoration of the glasshouse range. Glasshouse trainees are therefore sought to support the delivery of the capital project and grow our green heritage by developing horticulturists and related skills.

ROLE PURPOSE

- To complete practical training in glasshouse display in a range of climatic conditions, including Tropical, Sub-tropical, Tender Temperate and Arid Glasshouses.
- To be trained in the propagation and cultivation of the above plants, and gain experience of creating temporary and permanent displays of plants including pot culture, and bedding plant displays.
- To assist the Senior Horticulturists in the execution of the Area Management Plans in line with the BBG Living Collections, and Gardens Strategy.

- To contribute to the visitor experience and engagement of stakeholders.
- To complete theoretical assignments to support practical work.
- To contribute to practical elements of the development phase of our Capital Project to restore the Glasshouses.

PRACTICAL TRAINING PROVIDED

- In the cultivation, display, and propagation of a range of glasshouse plants across a range of climatic conditions.
- In working with and developing confidence in advising volunteers in practical horticultural tasks to a high standard.
- In assisting the management of a Glasshouse living collection, from labelling to correctly recording plants moves etc.
- In the ability to execute and plan horticultural tasks in agreement with the Line Manager.
- In undertaking all horticultural tasks in line with risk assessments, health and safety legislation, and COSHH assessments.
- Learn how to support interpretation and engagement strategy by contributing to copy for interpretation and marketing, as well as delivering tours.
- To be trained in practical integrated pest management for own areas and management of plant nutrition (including PA1 and PA6).
- In House Health and Safety training e.g., tractor training.
- Learn and implement horticultural polices relevant to your post such as plant quarantine procedures.
- In house training on plant propagation, for display and living collections.

THEORETICAL TRAINING

- To complete written assignments, seasonal plant identification tests, work diaries and plants of the week, and pest, disease and ethnobotany assignments.
- Health and Safety at work.

PRINCIPAL ACCOUNTABILITIES

1. To work in accordance with BBG's Values and Behaviours, to deliver excellence, to maintain and improve BBG for current and future generations.
2. Positively contributing to ensuring that the BBG work environment is one that supports Equality, Diversity and Inclusion for all – including, but not restricted to: staff, volunteers, trainees and apprenticeships, members of the public.
3. Be an enthusiastic ambassador for BBG, contributing to the visitor experience, including guiding visitor tours.

SPECIFIC RESPONSIBILITIES

TEAMWORK, APPRENTICE, TRAINEE AND VOLUNTEER DEVELOPMENT

- To regularly attend and contribute to team activities including team hits, meetings, cover for other areas of the Gardens, contribute evenly to shared irrigation and mowing responsibilities.
- Work alongside a team of garden volunteers, other apprentices, trainees, and interns.
- Undertake training on horticultural tasks as agreed by Line Management and supervisors.
- Follow work schedules, completing routine tasks efficiently, identifying tasks and contribute to weekly meetings and work planning.
- To use initiative and follow instruction of staff.
- Have regular contact with the Head of designated areas, and complete weekend duty work.

HORTICULTURAL MAINTENANCE AND DEVELOPMENT

- Carry out all horticultural tasks to a high standard.
- Assume responsibility for designated areas, when necessary, to ensure the maintenance of high horticultural standards.
- Assist in the updating of electronic plant records database/spreadsheets.
- Strive for Horticultural best practice, reflect and appraise own work.
- Contribute to the delivery of garden maintenance plan for Glasshouse display and Nurseries in line with the Living Collections strategy, including horticultural festivals.

EQUIPMENT AND MATERIALS

- Ensure all tools and equipment are used correctly and cared for, efficiently and safely by yourself and volunteers in keeping with current health and safety practice.
- Report any equipment issues to Line Manager.
- Help organise and keep the storage rooms tidy.

HEALTH AND SAFETY

- Carry out all duties in accordance with any relevant Health and Safety legislation including the Health and Safety at Work Act 1974, paying particular attention to the public's safety.
- Follow risk assessments, COSHH assessments, safe systems of work procedures for specific tasks and complete incident forms.

- Be aware of the dynamic nature of risk on a public site.
- Operate the machinery in a safe manner in accordance with the BBG Health and Safety Policy, the Codes of Practice for safe handling and manufacturer guidelines.

ENGAGEMENT & INCOME GENERATION

- Assist in the engagement of stakeholders in the Gardens; from students, volunteers, visitors from content generation to events support, and answering visitor enquiries.
- Contribute to the installation of horticultural winter festival and other temporary plant displays, including Med House pot displays and bedding.

LINE MANAGEMENT RESPONSIBILITY

Some working alongside volunteers.

SUPERVISION

Working under the direction and/or supervision of staff: Duty Manager, Director of Horticulture and Curation, Senior Horticulturists.

WORKING CONDITIONS

Office environment, outdoor gardens and Glasshouse environments, involves lifting/manual handling, weekends, late evenings, some lone garden working whilst other BBG staff are on site etc, hot and cold weather.

PERSON SPECIFICATION

Area	Essential	Desirable
Knowledge	Knowledge of Birmingham Botanical Garden's Heritage and value	Knowledge of glasshouse plants and different biomes and environments
	Knowledge of plant nutrition	
	Knowledge of plant pests and their controls	
Experience	Experience of working with plants – can include house plants, allotment growing to volunteering in a public garden	
Qualifications	RHS level 2 or equivalent experience	
Skills	Good communication skills	Good IT Skills
	Able to carry out tasks requiring high levels of manual dexterity, as well as physically demanding tasks	
Other	High attention to detail	
	Flexible, dynamic team player	
	Approachable problem solver	
	Passionate about plants	