



**Birmingham Botanical Gardens is looking for an experienced and motivated Collections Support Officer to join our Horticultural team.**

The Gardens are in a period of change and have recently secured a Round 1 National Lottery Heritage Fund grant towards a £14m capital project. The project aims to restore the historic glasshouses, upgrade site infrastructure and displays and improve the visitor experience for all. The postholder will support the Director of Horticulture and Curation in managing the Living Collections plant records (currently held in a BG-Base data management system) which, will significantly improve day-to-day horticultural operation at BBG during the Development and Delivery phases of the project and beyond. This post is critical for bringing the plants in our gardens to life for the people of Birmingham and safeguarding the plant collections for the next 200 years.

Birmingham Botanical Gardens (BBG) are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city.

The Gardens look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience, and qualifications.

Please note that candidates meeting the essential criteria will be offered interviews as early December 10<sup>th</sup> 2023.

BBG are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse anyone attending interview (receipts must support related costs) if required.

<b>Role Title</b>	Collections Support Officer
<b>Team</b>	Horticulture
<b>Reports to</b>	Director of Horticulture and Curation
<b>Date Issued/Revised</b>	28.09.2023
<b>Salary</b>	£24,385 - £27,000 K FTE 6 month Full time (40 Hours per week)  Will consider flexible working either as Freelance contractor, job share, part time working over a longer period of time for the right candidate.

## **ROLE PURPOSE**

This important new post has been created to support BBG's planned £13.8m major National Lottery Heritage Fund '**Growing Our Green Heritage**' development project and is needed to support the horticultural team and is essential to BBG's charitable purpose, objectives, and development.

The post holder will support the Director of Horticulture and Curation in managing the Living Collections plant records (recently migrated to IRIS BG), which will significantly improve day-to-day horticultural operation at BBG during the Development and Delivery phases of the project and beyond.

The principal purpose is to support the delivery of BBG's Living Collections and Gardens Strategy, which will be used in the major development, particularly the restoration of BBG's major historic glasshouses, improving the plant record keeping through significant engagement with local communities. In practice, this looks like an 70: 30 split to delivering the audit of the plants and trees in the gardens, working with volunteers to measure, tag and confirm the presence of plants across the gardens. This information is key to unlocking the value of Birmingham Botanical Gardens in terms of wellbeing, ecosystem services and plant conservation.

The post holder will possess strong observational skills, people skills and have an eye for detail in record keeping. The role has been created to support the Director of Horticulture and Curation with challenging delivery targets to enable BBG to deliver this exciting project and meet the capital project objectives.

The post holder will be responsible for managing plant records data and other information related to the living collections at BBG, creating and maintaining accession and display labels for the living plant collections and seasonal displays. Much of this will be done via tablets in the gardens, gps tagging the collection for the first time, with volunteers. The post holder will also make sure that all plants are adequately labelled and provide reports to support the interpretation strategy.

The post holder will assist the Curator to manage the computerised database of the Living Collections in Iris BG - other databases, update maps of the landscape, glasshouses, and living collections and collaborate with the Horticulture Team to ensure accurate records for all living collections.

## **SPECIFIC RESPONSIBILITIES**

Lead a group of plant records volunteers to audit the gardens and nursery living collections audit, ensuring a sensible approach to GPS tagging is undertaken as well as labelling the collection.

Maintain and enhance accurate records of botanical, horticultural, and arboriculture information in the database; document, label and track plant collections according to accepted best practices and to meet BGCI Accreditation standards.

Through IRIS BG/other software, create and manage data on the living collections, including accessioning, de-accessioning, updating data, location etc, ensuring they are up to date and fit for purpose to achieve BGCI Accreditation.

Contribute to maintaining accurate maps of collections, displays, gardens, and landscapes, supporting the Horticultural Team's plant strategy and the Capital Project development.

Assemble information about the history, development, location, and status of the living collections and share information to support BBG's teams and objectives.

Maintain accurate and up-to-date plant identification, verification, and taxonomy.

Ensure data integrity and consistency by carrying out regular checks, reconciling catalogued records of plants with the current living collections.

Co-ordinate and liaise with new and existing users within BBG (staff, students, volunteers) to provide training on the database.

Liaise with database developers and SLT to ensure that the system meets the needs of BBG.

Audit labelling across the collections and identify and prioritise gaps that need addressing.

Maintain Material transfer agreements and record keeping on the database.

Optimise processes relating to plant collection audit, admin, accessioning, ordering and processing.

Attend team meetings commensurate to post, update stakeholders in gardens team on audit progress.

## **LINE MANAGEMENT RESPONSIBILITY**

No direct reports, volunteer supervision

## **SUPERVISION**

Working under the direction of the Director of Horticulture and Curation, supervised by Glasshouse senior horticulturist.

## **WORKING CONDITIONS**

Working in both office, indoor and outdoor growing environments, exposure to hot and cold weather, some work at height.

## PERSON SPECIFICATION

Area	Essential	Desirable
<b>Knowledge</b>	Understanding of plant taxonomy and systematics, practical plant identification experience, or a familiarity, strong observational skills and a desire to learn	Knowledge of the latest Angiosperm Phylogeny Group (APG) classification of flowering plants
		Knowledge and experience of Botanic Garden documentation standards and curatorial best practices per Botanic Gardens Conservation international

Area	Essential	Desirable
<b>Experience</b>	Experience of using and managing living collections or gardens database software within a Botanic Garden	Experience of using ArcGIS or other software such as BG-Map, GPS, AutoCAD or similar
	Experience of Microsoft Office suite, spreadsheets and databases. Willingness to embrace new technologies	
	Experience of training and day to day supervision of volunteers from local communities in outdoor settings	Experience of recruiting volunteers

Area	Essential	Desirable
<b>Qualifications</b>	Degree-educated in Biology or Plant sciences or equivalent with demonstrable experience of in-depth understanding of plant record keeping in a botanical garden <b>or</b> ability to demonstrate understanding of plant names and desire to learn	

Area	Essential	Desirable
<b>Skills</b>	Ability to communicate effectively, orally and in writing with staff members, volunteers and members of the public.	
	Excellent organisational skills, methodical approach and attention to detail	
	Competence in handling complex datasets and information and procedures and interpreting them orally and in writing with staff members and volunteer	Proven track record of enhancing the computer literacy of a team.
	Ability to complete tasks accurately and with particular attention to detail	
	Excellent organisational skills, methodical approach, attention to detail	

Area	Essential	Desirable
<b>Other</b>	Ability to plan, coordinate work activities to achieve results to specified and competing deadlines	
	Collaborative work ethic and ability to maintain positive working relationships, with internal and external stakeholders	Experience of working within a small team
	An interest and knowledge of horticulture, arboriculture, botanic and historic gardens	

To apply, please send a CV and a covering letter to:  
**[jobs@birminghambotanicalgardens.org.uk](mailto:jobs@birminghambotanicalgardens.org.uk)**

**Closing date for applications:** We are currently accepting applications on a rolling basis until the position is filled.