Further particulars relating to the post of Assistant Gardener

The College
Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairperson of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

Person Profile
The College is seeking an enthusiastic Assistant Gardener who is keen to learn, you will be working as part of a small team at Emmanuel developing and maintaining the College grounds both on and off-site.

Education & qualifications
The successful candidate will have gained practical including the use of machinery. A full driving licence would be advantageous.

Specialist knowledge & skills
The successful candidate must possess a good knowledge of gardening and have experience of a variety of gardening tasks as well as the capacity for working under instruction with a small team of gardeners. An enthusiasm for working in a horticultural environment is desirable.

Interpersonal & communication skills
The successful candidate will possess good communication skills and be comfortable both working as part of the small team and working on their own where necessary.

Relevant Experience
Although not essential the successful candidate will have gained a variety of experience from a range of horticultural tasks.

The Rewards
The College Terms and Conditions of Employment provide for 25 days annual holiday, in addition to the 8 statutory and public holidays in a full holiday year, a meal is available at lunch time at College expense, a scheme for payment whilst staff are incapacitated due to ill health is operated, a travel to work loan scheme is available, staff may use the College Gym and life insurance cover is taken for all staff.
A final salary pension scheme is also available with an employee contribution rate of 8%.

The salary is £16,933 per annum.

**The post**
The post is full-time, normal hours of work are 40 hours per week, from 8.00am to 4.45pm Monday to Friday with a 45 minute break for lunch every day.

**Application process**
Applications should be via completion of the enclosed application form. The closing date for receipt of completed applications is 5pm on Friday 18 April 2019; the interviews are planned on 25/26 April 2019; please indicate time/dates that you are not availability during this period.

Applications should be addressed for the attention of Bursar’s Assistant, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP and **marked “Strictly Private and Confidential”**.