Further particulars relating to the post of Assistant Head 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.

The post
The post is full-time assisting the Head Gardener with the design of seasonal planting scheme and team leadership. The 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.

Person Profile
The College is seeking an enthusiastic Assistant Head Gardener to work with a small team of Gardeners developing and maintaining the College grounds both on and off-site.

Education & qualifications
The successful candidate will have a recognised horticultural qualification along with PA1/PA6 Spraying certificate. A full driving licence would be advantageous.

Specialist knowledge & skills
The successful candidate must possess a wide-ranging knowledge of gardening and a high level of competence to carry out a variety of gardening tasks as well as the capacity for working under instruction and leading a small team of gardeners.

Interpersonal & communication skills
The successful candidate will possess excellent communication skills, both orally and written and be willing to train or guide members of the team where necessary.

Relevant Experience
The successful candidate will have a variety of experience from a range of horticultural tasks along with experience supervising staff and delegating tasks.
The Rewards

The College Terms and Conditions of Employment provide for:

- 25 days annual leave for full-time positions, (pro-rata for part-time posts) in addition to statutory and bank holidays,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Salary £20,107-£21,631 per annum depending on experience paid monthly.

Other benefits include:

- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- Access to the College Gym and swimming pool,
- Permanent Health Insurance cover is taken for staff,
- Full-time position for a total of 40 hours per week, working from 8am to 4.45pm Monday to Friday, although the demands of this post may occasionally involve working outside of and in addition to these hours.
- Various discount schemes are available from local

Application process

Applications should be via completion of the enclosed application form. The closing date for receipt of completed applications is 5pm on Friday 5th December 2019.

The post is available immediately and the successful candidate will be expected to start as soon as possible.

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