



PLANTS PEOPLE
POSSIBILITIES

JOB DESCRIPTION

Band:	Student
Job Title:	Practical Studentships - Apprenticeship
Department:	HPE
Section:	GG&T
Reports to:	Unit Manager or Team Leader

Overall purpose of the job

- To carry out a wide range of horticultural tasks in public or private areas of Kew, alone or in teams, to a performance standard agreed with your line manager.
- To fully participate in the training and assessment process to develop and demonstrate a range of skills.

Main Responsibilities

- Carry out a range of horticultural activities in support of Kew's corporate programmes of collections and visitor experience.
- Make day to day practical decisions on how to maintain and improve the plant collections, with guidance from senior staff.
- To participate in training to develop a wide range of skills which will be recorded using a daily work record.
- Ensure compliance with all Health and Safety regulations and procedures.
- Prioritise own work load.
- Give and receive feedback on work performance with team leader or manager.
- Help maintain a positive approach in the workplace, seek clarity to resolve misunderstandings.
- Interact with public and other professionals visiting the Gardens.
- Take care in use of personal equipment and machinery provided.

PERSON SPECIFICATION

Education and Experience

Essential:

- 2 GCSE's or equivalent.
- Ability to grasp information and apply recently gained knowledge.
- Proven avid interest in horticulture, both indoor and outdoor working.
- Should possess fundamental practical horticultural skills e.g. use of basic hand tools and understanding of basic pest control.

Desirable:

- 4 GCSE's or equivalent

- NVQ Level 2 or equivalent experience, FEPA P.A 1&6.
- Ability to distinguish different species.
- One year's practical experience in horticulture or related discipline, amateur or professional.

Skills and Competencies

- Able to demonstrate positive, clear and inter-active communication skills in order to work well with colleagues, managers and garden visitors.
- Ability to manage information read and understands written instructions. Written communication skills in order to complete diary: accuracy and neatness.
- Inspire confidence – will take the lead if situations suggests this is needed.
- Demonstrate lateral thinking to produce constructive ideas.
- Can analyse a problem and distinguish between cause and effect.
- Ability to diplomatically secure co-operation from staff and visitors.
- Proven ability to plan and organise daily work routines.
- Clear and logical thinking required to deal positively with problems occurring within normal work routine, supported by supervisor.
- Confident to make sound decisions applying knowledge base.
- Proven team-working experience. Supportive and effective team player, helpful to colleagues.
- Adaptable and able to deal with changing priorities.
- Willing to support weekend and late night lock up duties.
- Self starter, resilient, enthusiastic.
- Make requests and answer questions with clarity to other members of the team.
- Willing to take on new work.
- Able to work with machines and equipment.
- Able to work on small projects independently.
- Basic computer skills.
- Must be friendly, polite approachable and helpful to the visitors.

Physical Requirements

Some jobs require particular physical attributes e.g. Horticulture, front line customer service, etc.

- Work is manual and requires dexterity of movement i.e. to allow picking things up from the floor.
- Able to withstand high working temperatures and humidity under glass as well as outside work in all seasons.
- Must wear corporate work wear and special personal protective equipment.
- Competency in working with a wide range of horticultural tools & equipment, in a safe manner.
- Able to interact with public/visitors in an acceptable manner as this role is at all times representative of RBG Kew.
- Work in public areas of the gardens will be required and therefore this role is at all times representative of RBG Kew. It is therefore important to consistently convey a professional image, maintaining suitable appearance, manner and social skills.