



Job pack Gardener

Gardener – Full time

Salary: £26000

Based: Liss, Hampshire

Location: Onsite working

Hours of work: 37.5 hours per week

The White Eagle Lodge is a spiritual organisation. It is not necessary for the applicant to be a member or adherent of the Teachings, but respect and empathy are required for the spiritual aspects of the work and the values and ethos of the Lodge.

You will be responsible for the ongoing maintenance and development of our 27 acre country estate, consisting of professionally designed planting beds, grass meadow, woodland, lawns, water features and a pond – all managed under organic principles. The estate includes a retreat house, private rented properties and an award winning Temple complex opened in 2022. We are open to the public and run residential retreats.

You will have substantial experience in a similar role; will be competent in the use and maintenance of garden machinery including chainsaws, hedge trimmers, pedestrian and ride on mowers and ideally will be certified to use a chainsaw. Horticultural qualifications are desirable, but not essential. Excellent plant and soft landscaping knowledge is essential, as is the ability to work independently.

We have a small team of gardening volunteers. You will have effective interpersonal skills to supervise and motivate this team and the ability to share your skills with a view to expanding the number of volunteers involved.

You will have an awareness of Health & Safety requirements for this area of work and a desire to ensure both your own safety and that of all visitors.

For an informal discussion about the post please contact Rozita Hansen on 01730 893300 or email rozita.hansen@white-eagle.org.uk

To apply please submit your CV and a supporting statement, outlining how your experience meets the criteria, to support@bespokehr.com Job ref: WELGARD2024

Closing date: 20th June 2024

What we can offer you

You will be working in a pleasant rural environment. Benefits include 25 days annual leave plus bank holidays, access to NEST pension scheme, enhanced sick pay and access to Employee Assistance Program. We offer an environment which encourages development, empowerment and responsibility.

Job Description

JOB TITLE: Gardener

JOB PURPOSE:

1. To develop and maintain the gardens at New Lands to provide a safe and welcoming environment for all visitors and users
2. To develop and support volunteering activities in the gardens to encourage engagement with the local community and community-based groups
3. To ensure that the work of the Lodge and its outputs are consistent with its charitable objectives and its ethos

RESPONSIBLE TO:

Team Mentor for Estate and Property team/Deputy Lodge Mother

RESPONSIBLE FOR:

Garden volunteers

MAIN DUTIES AND RESPONSIBILITIES

Lead on the development and maintenance of the grounds at New Lands, in harmony with the Lodge's ethos.

Contribute towards making a budget proposition regarding gardening, horticultural work and ground maintenance costs for the Estate and Property team.

Make long-term plans for development of the estate in liaison with the Coordinating team and Trustees.

Undertake general gardening and horticultural works and grounds maintenance. To include grass cutting, hedge trimming, leaf blowing, weeding, propagation, planting, pruning.

Foster a collaborative working approach with colleagues and volunteers, including contractors.

Share knowledge and skills to enhance the professional development of all volunteers. Celebrate volunteer success. Manage any capability issues swiftly and with professionalism.

Be part of a project team on the development of a volunteering programme at New Lands to provide a range of suitable opportunities. Including training and supervision and providing support with volunteer recruitment.

Work with the project team on a programme of community engagement to enhance the Lodge's interaction with the public and specific parts of the community.

Work with the coordinating group to keep them up to date on developments or potential issues.

Maintain an up to date knowledge of legislation and regulations associated with this role.

Report any security/health and safety issues, incidents and complaints to the appropriate manager, taking appropriate action immediately in the event of an emergency.

Adhere to the Lodge's safety policies to create a safe working environment for everyone.

Any other reasonably requested duties within main areas of work.

Within collaborative self-managing teams, individual team members have responsibility for specific tasks and areas of work; although knowledge is shared to facilitate effective working and to enable colleagues to provide cover for each other. The team discusses and agrees any changes to ways of working, referring to the Coordinating group as necessary. All teams have a member with Ministerial/spiritual input/outlook. The team makes a yearly budget proposal, with help from the Finance Officer and after agreement from the Trustees they work on keeping costs down and oversees the financial performance within their agreed budget. If financial investments outside the budget are needed it is taken to the Coordinating group who consults the Trustees.

The team ensure all work is carried out effectively and efficiently, plan and coordinate procedures and systems to streamline processes within the team and keep up with skills development that are needed to carry out their tasks. The teams plan and agree between themselves when leave of absence is taken so that the necessary work can continue.

The teams ensure their outputs are consistent with the Lodges charitable objectives and its ethos and ensure the Trustees are made promptly aware of significant issues including any that might affect the reputation, financial position, health and safety, business continuity etc of the Lodge.

Individuals may also be invited and/or volunteer for other project teams that are formed on a temporary basis to progress specific projects and will also work in a collaborative and self-managing way. Team members should consider whether

they have the capacity to take on such additional work and discuss with their team as necessary.

Person specification

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> -Experience in a gardening role in a setting with professionally designed planting beds, grass meadow, woodland, lawns, water features and a pond -Experience in working with organic principles -Competent in the use and maintenance of garden machinery including, hedge trimmers, strimmers, leaf blowers, pedestrian and ride on mowers - Excellent plant and soft landscaping knowledge 	<ul style="list-style-type: none"> - Certified to use a chainsaw -Competent in the use and maintenance of chainsaws 	CV Interview
Interpersonal skills	<ul style="list-style-type: none"> - Effective interpersonal skills to supervise and motivate volunteer team and the ability to share your skills with a view to expanding the number of volunteers involved -The application of sound judgement -Effective prioritisation and organisational skills 		CV Interview

	-Ability to develop and maintain good working relations		
Communication	-Effective verbal communication skills		Interview
Personal Qualities	-Excellent customer focused attitude -Ability to work as a team player as well as autonomously -Ability to take initiative, multi-task and prioritise workloads		CV Interview
Technology / IT Skills	-Knowledge in using email		CV Interview
Education and Training	-Evidence of continuing professional development	-Relevant horticultural qualifications	CV Interview

Ethics, Ethos and Values

The following paper was created by the staff and trustees to describe how our behaviour towards each other is striving to fulfil the standards as set out by one of the core teachings of the White Eagle Lodge.

The White Eagle Lodge has behind it a fine purpose. That purpose extends far into the future. It is to bring to earth a standard of life which is in harmony with infinite love.

We all have obligations and responsibilities to each other.

We need to examine our actions, our words, our thoughts to see if we measure up to the standards of kindness.

As a member of staff/trustee I undertake to do my best to ensure my behaviour reflects kindness and respect towards all members of staff by:

1. Demonstrating **tolerance** towards spiritual practices within the White Eagle Lodge
2. Showing **respect, kindness and courtesy** in speech and action.
3. **Listening** attentively to each other without undue criticism.
4. Developing an **understanding** of the unique diversity of individual personalities.
5. Demonstrating **tolerance** for the different spiritual beliefs or non-beliefs of all staff members.
6. Showing a warm **welcome** and **patience** to new staff members as they gain information about the organisation and the ethos of the Lodge.
7. **Respectfully honouring** the personal boundaries of all staff, with understanding and kindness.

I **accept and respect** the above points and that the Ethos and Values of the Lodge are based on the White Eagle teachings.



New Lands office structure, Teams with staff

