



ADUR & WORTHING
COUNCILS

Job Description

Authority:	ADC / WBC
Directorate:	Environmental Services
Section:	Parks & Foreshore
Post Title:	Highdown Gardens Plant Heritage Officer
Post Number:	TBC
Accountable to:	Highdown Gardens Head Gardener
Management responsibility for:	None
Authority to liaise with:	Internal: <ul style="list-style-type: none">• Other Officers of the Councils• Volunteers External: <ul style="list-style-type: none">• National Lottery Heritage Fund (HF)• Project Partners and Horticultural professional bodies
Meetings attended on a regular basis:	Meetings of Highdown Gardens - Stern's Chalk Garden (Propagation in Action) Project Team
Work style	Fixed 37 hours per week for 3 years

Principal Purpose of Job (Role Summary)

To ensure that the unique plants within Highdown Gardens, in particular within the 'National Plant Collection' (linked with Plant Heritage) are sustainably managed through development and implementation of a propagation strategy utilising new propagation facilities on site.

To celebrate, communicate and educate staff, visitors and volunteers through development of a propagation events and activity programme.

Main duties, tasks and responsibilities of post holder

1. Oversee the restoration of the National Plant Collection by undertaking:
 - Review and update all botanical plans of the garden.
 - Analyse and validate the botanical collection defining existing plant conditions, producing a prioritised risk matrix for threats to the collection.
 - Production and delivery of a propagation plan.

- Label the National Collection.
2. Management and development of the Propagation Lab – developing a transparent and interactive propagation facility where visitors can view, take part in and learn about propagation techniques used within the gardens.
 3. Formalise and deliver a volunteer programme that engages individuals with the heritage. Develop and train staff and volunteers on specialist propagation & horticultural techniques used to sustain plant heritage in the gardens.
 4. Work with freelance content developer and copywriter to develop presentations and displays within the visitor centre and in the gardens.
 5. Develop partnerships with key partners e.g. Millennium Seed Bank, Plant Heritage, SDNPA.
 6. Work with Engagement and Volunteering Officer to develop activities around the propagation programme.
 7. To provide an efficient, effective and comprehensive customer orientated service, delivering the duties associated with the post in accordance with the Councils' policies, Standing Orders, Financial Regulations and other authorised procedures and practices.
 8. Undertake all duties in accordance with Council policies, in particular those relating to customer care and equal opportunities.
 9. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the Environment Division as may be required from time to time.
 10. Undertake any duties regarding health, safety and welfare work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
 11. Promote the service and Council positively at all times.
 12. The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
 13. Duties will be set out in this job description but please note that the Council reserves the right to update the job description from time to time to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (print name):	
Signature:	
Date:	
Line Manager (print name)	
Signature:	
Date:	

Head of Service (print name):

Signature:

Date:

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