



# ADUR & WORTHING COUNCILS

## Person Specification

<b>Authority:</b>	WBC
<b>Directorate:</b>	Communities
<b>Section:</b>	Parks & Foreshore
<b>Post Title:</b>	Highdown Gardens Plant Heritage Officer
<b>Post Number:</b>	
<b>Accountable to:</b>	Highdown Gardens Head Gardener
<b>Management responsibility for:</b>	
<b>Authority to liaise with:</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>- Other Officers of the Councils</li> <li>- Volunteers</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>- National Lottery Heritage Fund (HF)</li> <li>- Project Partners</li> <li>- Horticultural professional bodies</li> <li>- National Collection holders</li> <li>- UK&amp;I Heritage Gardens</li> <li>- Specialist nurseries and plant collectors</li> </ul>

Area	Requirements	
Qualifications	Essential	Desirable
<b>Professional Registration</b> <i>(where applicable)</i>	Botanical Garden Diploma or equivalent qualification	
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Understanding, identification, care, cultivation and propagation of a wide variety of plants.	Previous experience of working with members of the public and volunteer groups
Skills		

Communication/ relationship	<p>Regularly update and report progress to HF Project Manager</p> <p>Ability to build effective internal and external relationships</p> <p>Ability to inspire and coordinate the work of volunteers and able to communicate confidently and effectively with volunteers and professional horticulturalists</p> <p>Excellent written and verbal communication</p> <p>Deal professionally with enquiries from members of the public</p> <p>Guided tours of the gardens.</p> <p>Able to deal with media enquiries and information for articles in a professional manner</p> <p>Experience in using social media in order to engage an audience.</p> <p>Confident in giving talks and training sessions for staff, visitors and external groups about propagation work</p>	
Analytical/ judgmental	<p>Prioritisation of propagation programme taking into account risk factors</p> <p>Research of plants included in National Plants Collection from inception to present day</p>	
Planning/ organisational	<p>Creating and driving work plan for volunteers and staff to aid in propagation programme.</p> <p>Able to adopt a flexible approach in order to adapt to the changing priorities of the</p>	

	<p>plant collection and the propagation needs.</p> <p>Ability to work under own initiative</p> <p>Self-motivated, able to work independently, prioritising a varied workload and to work under pressure to meet deadlines</p>	
IT	Use of P.C. including Google Software and web	Understanding of databases
Physical	Care in propagation of delicate and rare plants	.
<b>Abilities</b>		
Physical	Able to work in an outdoor environment all year round	
Mental	<p>Able to retain a wide range of plant names and knowledge</p> <p>Well motivated and independent</p>	
Emotional	Able to adapt to differing demands and pressures	
Working conditions / Style	Outdoor working with Office duties	
<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> </ul>		