

  
 COMMONWEALTH  
 WAR GRAVES  


**JOB DESCRIPTION**

**SUMMARY INFORMATION**

<b>Job Title:</b>	Gardener Caretaker 1 <sup>st</sup> Class (GC1)	
<b>Department:</b>	Operations Department	
<b>Contract Type:</b>	Permanent	
<b>Job Purpose:</b>	<p>A GC1 is an experienced horticulturist who usually works in a mobile role or at a static site and is responsible for the maintenance of a number of specific plots within a Region. A GC1 will carry out gardening maintenance and renovation work to the standards of excellence as set by the Commission, and according to horticultural policies and procedures.</p> <p>This is a practical role, requiring maintenance craft skills to undertake a wide range of duties. These include turf culture, headstone border maintenance and planting, pest control, machinery operation and maintenance, tree care, and the care of ornamental features.</p>	
<b>Job Band:</b>	B2	
<b>Reports to:</b>	Head Gardener, Senior Head Gardener or Regional Operations Coordinator	
<b>Direct Reports:</b>	N/A	
<b>Other Key Contacts:</b>	Regional Operations Coordinator, Regional Manager Head Gardener/Senior Head Gardener (if applicable) UKNA Technical Supervisor (Hort) UKNA Head Office staff Local authorities, maintenance contractors and suppliers, and professional partner organisations. Volunteers and members of the CWGF	
<b>Financial Responsibilities:</b>	Day to day operational purchases	
<b>Location:</b>	Sussex area	
<b>Working hours:</b>	<p><b>Summer Hours</b> - Monday to Thursday      0800 to 1230 hours                      1330 to 1700 hours                      Friday finish      0800 to 1230 hours                      1330 to 1600 hours</p> <p><b>Winter Hours</b> - Monday to Friday      0830 to 1230 hours                      1300 to 1600 hours</p> <p>There will be occasions where you will be required to work overtime/out of hours. Time off in lieu will be granted for overtime worked</p>	

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<b>Travel:</b>	Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport and full UK car driving licence required
<b>Right to work:</b>	Must have right to work in the UK

**COMMISSION BACKGROUND**

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten.

Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries to preserve our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.

**KEY RESPONSIBILITIES and ACCOUNTABILITIES**

**General**

- Undertaking practical horticultural maintenance, renovation work and caretaking duties. This includes mowing, edging, hedge cutting, weeding, pruning and pesticide application.
- Planning and organising daily workload, appropriate to each site. This includes compiling stock order for plants, chemicals, fertilisers, PPE and machinery.
- Responsible for the safe operation, care, day to day maintenance and repair of all work equipment to a set standard. This includes team vehicles.
- To report to Line Management any structural defects noted, any development in the surroundings or environment of cemeteries and memorials, which are observed during maintenance duties.
- To observe the Commissions safety procedures and safe working practices, ensuring that PPE is used appropriately, and that the Commission's H&S policies, procedures and safety instructions are adhered to at all times.
- Undertake H&S risk assessments in accordance with CWGC processes and priorities.
- Familiar with, and competent in undertaking a number of routine administrative duties. This includes the use of IT, smart phones and tablet based technology.
- Undertake any other duties which may reasonably be regarded as within the nature of the role.
- Cross function work within the region; working with Skilled Maintenance Craftsmen (SMC) on renovation work.
- Representation of the Commission at ceremonies.
- The provision of advice/direction and other information to Cemetery visitors/members of the public, helping them locate war graves

**Project Responsibilities**

- Contributes to UKNA projects, tasks and working groups as required/directed

**JOB SCOPE REQUIREMENTS**

**Education and Knowledge**

**Essential**

- NVQ Level 2 in Amenity Horticulture or equivalent is essential. Relevant horticultural experience will be considered
- NVQ Level 3 in Amenity Horticulture or equivalent is desirable. Relevant horticultural experience will be considered
- A good level of computer literacy or the ability to learn quickly
- A full driving licence is essential
- Practical experience of horticultural/gardening work

**Skills and Abilities**

- Good craft gardening skills
- Ability to work alone and using their initiative, as well part of a team
- Effective communication and listening skills
- Decision making skills and the ability to use own initiative, to resolve issues
- Takes responsibility for action
- Good organisational and time management skills
- Sense of service delivery
- Good resource management
- Awareness of the aims and objectives of the organisation
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self

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*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.*

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**Signatures**

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: