



JOB DESCRIPTION

SUMMARY INFORMATION

Job Title:	Gardener
Department:	Operations – MA Horticulture
Duration of contract:	Permanent
Job Purpose:	<p>To support the Head Gardener/Senior Head Gardener in the execution and co-ordination of horticultural maintenance in a pre-defined group of cemeteries and plots within an Area Sector</p> <p>A Gardener usually works as part of a team organised in a mobile or static role to maintain a number of war cemeteries by carrying out manual horticultural maintenance and renovation work to the standards of excellence as set by the Commission, and according to the Horticultural Manual.</p> <p>An integral part of the team, this is a hands on manual post</p>
Job Band:	A
Reports to:	Head Gardener ('HG')
Direct reports:	N/A
Other key contacts:	<ul style="list-style-type: none">• Senior Head Gardener/Head Gardener• Colleagues in own and other teams• Country Supervisor and Mediterranean Area Horticulture Manager• Local government authorities', maintenance contractors and suppliers.• Provide direction and other information to Cemetery visitors/members of the public
Financial responsibilities:	N/A
Location:	Greece
Working hours:	The hours of work for manual staff are 37½ per week, excluding meal breaks, spread over 5 working days
Travel:	You may be transferred to work at other sites in Greece should the Commission require you to do so.
Right to work:	Must have right to work in Greece



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

- The primary task is to carry out manual horticultural maintenance, renovation work and caretaking duties; undertaking tasks such as mowing, edging, weeding, pruning, pesticide application and planting, in accordance with training and Horticultural practices.
- To ensure that all of the Commissions safety procedures and safe working practices are observed, and that all lawful safety instructions are followed at all times.
- 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.
- If required, stand in for the LM in his absence, taking charge of the staff, equipment, vehicles and resources; deploying these in the most efficient and economical manner possible.
- Travel within the Area to ensure additional projects are carried out.

Team Performance

- To be a team player ensuring the maintenance of a number of war cemeteries by carrying out manual horticultural maintenance and renovation work to the standards of excellence as set by the Commission, and according to the Horticultural Manual.

Project Responsibilities

- N/A

Risk Management

- N/A

JOB SCOPE REQUIREMENTS

Education and Knowledge

Essential

- A leaving school certificate
- Practical gardening/horticulture experience
- Good command of the main IT tools and technological devices
- A good level of literacy in your first language



Desirable

- A good command of written and spoken English language
- A college certificate in Horticulture
- Experience of maintaining large scale gardens

Skills and Abilities

- Passed or ability to learn the Commissions Horticultural practices
- Manual skills
- Effective communication and listening skills
- Decision making skills, within required limits
- Takes responsibility for action
- Good organisational and time management skills
- Sense of service delivery
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for others

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.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: