


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Specialised Manual Worker
Departement	Horticulture
Job Purpose :	As part of the cemetery maintenance programme and in compliance with the objectives and standards set by the Commission, the jobholder is called upon to perform tasks that do not require any specific knowledge. This is a training grade and most tasks are performed under the supervision of a line manager.
Job Band:	Band A
Reports to:	Head of the horticultural base (Senior Head Gardener, Head Gardener or Gardener Caretaker 1 depending on the group's organisation)
Direct Reports:	
Other Key Contacts:	<ul style="list-style-type: none"> • Employees on the cemeteries • Supervisors and Managers • Cemetery neighbours, farmers, land owners and conservationist. • Visitors and members of general public
Financial Responsibilities:	None
Location:	WEA France
Travel:	Daily movements within the cemeteries depending on the horticultural base.
Right to work:	WEA France

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 preserving our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.

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KEY RESPONSIBILITIES and ACCOUNTABILITIES

General

- Carries out the planting of the flower beds, under the supervision of his/her line manager
- Maintains the borders, flower beds, hedges and trees.
- Treats the headstones after having passed the pesticide training module
- Maintains the lawn and operates and maintains horticultural machines under the supervision of a line manager
- Maintains and cleans the base sites and horticultural vehicles
- Upon detection of vandalism or deterioration, informs his/her line manager and the Administrative Department of the France Area accordingly
- Informs and guides visitors
- Generally speaking, participates actively in all the projects of his or her Department and of the Commission according to needs and the directions given
- Carries out his/her work in line with the Health and Safety rules and procedures.

Job functional knowledge

- Basic knowledge of horticulture
- Valid driving licence would be a plus

Interpersonal skills

- Team spirit
- Customer service oriented
- Reliability and rigour

JOB PROFILE

Education and Knowledge

Essential

- Basic knowledge of horticulture

Skills and Abilities

- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Commitment to job related training and development
- Health and Safety responsibility for self and responsibility for others
- Committed to professional development

Your key duties are set out within this job description. From time to time, you may be required to

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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.
