



Port Sunlight
VILLAGE TRUST

Job Description

Job Title:	Gardener/Driver
Reports to:	Landscape Manager
Directorate:	Operations
Position Type:	Full time (42 hours per week)
Contract Type:	Fixed Term Contract until 20 th September 2024
Pay	National Minimum Wage

Role Summary

The Landscape Team is responsible for the management and maintenance of the unique and historic landscape of Port Sunlight. You will assist in the maintenance of the horticultural features, the floral displays, grass, shrub and rose beds, as well as our three bowling greens. The Gardener/ Driver will use appropriate horticultural tools and machinery and drive vehicles as required and in compliance to Health and Safety standards.

Working at part of a team of 10 full time gardeners, you will join the Landscape Team and PSVT in our commitment to achieving the highest possible horticultural standards.

As a Gardener / Driver you will work as part of the Landscape Team which is based in the Operations Directorate. The Operations Directorate is responsible for Housing Management, Asset Management and the operational delivery of Heritage Conservation, Landscape and Public Space Management, Customer Service at reception, Cleaning, Security and Community Engagement in relation to Housing Management issues.

Key Accountabilities

1. Carry out hand weeding of roses, flowerbeds, and shrub borders.
2. Maintain lawns to the highest standard, using a range of pedestrian lawn mowers, brush cutters and hand tools.
3. Maintain borders, cutting hedges, shrubs, climbers and perennials using hand or petrol-powered machinery.
4. Complete routine maintenance on our bowling greens, which may include cutting, scarifying, aeration and edging.
5. Apply a selection of herbicides and pesticides to hard surfaces, grass areas, borders, or bowling greens.
6. Prepare and plant spring and summer flower bedding displays. Watering of flowers, shrubs, flower tubs and baskets as necessary and pruning of shrubs or roses using knowledge of horticultural best practice.
7. Carry out routine litter picking and the emptying of litter bins on site.
8. Use motor vehicles which are owned or hired by the Trust, in accordance with the Driver Information and Procedures Policy.
9. Provide an excellent customer service, ensuring a courteous and helpful service is always delivered.
10. Carry out duties in a manner that reflects Port Sunlight Village Trust's values at all times.

11. Undertake any further duties determined as reasonable and necessary in the fulfilment of the role.

Person Specification

Essential

- Able to carry out the skilled manual tasks associated with the role
- Able to work safely and in accordance with our risk assessments
- Full driving licence
- Experience in a similar role

Desirable

- Horticultural qualifications
- Good knowledge of plants and their care
- PA1 & PA6A certificate

All PSVT staff must meet the following Core Competencies:

Customer Focus Through provision of excellent customer service, ensures the Customer is at the heart of everything we do.

Teamwork Works collaboratively across the organisation to achieve PSVT's goals and objectives.

Making things happen Has a can – do attitude to the role and identifies solutions to maximise performance in a timely manner.

Role Model Represents PSVT at all times, and acts in manner that is professional, courteous, and helpful

All staff must also adhere to PSVT's values:

- **Integrity:** You can trust us to do what we say
- **Respect:** We value diversity and treat everyone fairly
- **Knowledge:** We are always learning and improving
- **Passion:** We really care about both the past and future of Port Sunlight
- **Creativity:** We are problem-solvers and openly share our ideas through partnership working
- **Participation:** We put the community at the heart of everything we do

Our commitment to you

PSVT is committed to ensuring that our recruitment processes for both paid and voluntary positions are equitable and accessible. If you need additional support or guidance with your application, please do get in touch with us.

Individuals are encouraged to apply for all positions regardless of age, disability, sex, gender reassignment, sexual orientation, offending background, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

We will make all reasonable adjustments to enable individuals to carry out their roles effectively.

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Standard Checks (as applicable to role)	
Right to Work in UK	YES
DBS (Standard CRB Check)	NO
DVLA	YES
Qualification	YES (IF APPLICABLE)
Employment History / References	YES

Reviewed by:	LIAM ENGLISH	Approved By:	
Employee Signature		Date:	16/12/2022