

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Lambeth Palace is a unique Grade I listed building of significant and global provenance. It is, first and foremost, the home of the Archbishop of Canterbury and their family, as well as home to a wider, diverse and thriving residential community. It is also an office and the epicentre of the Archbishop of Canterbury's ministry to the Church of England and the global Anglican Communion. It is set within 10 acres of beautiful, landscaped gardens, with wilder areas.

This role is within a small team of 3 gardeners, working to ensure the gardens are kept to an exceptional standard while extending a warm and inclusive approach to all other staff and garden visitors.

What you'll be doing

The purpose of this role is to proactively assist the Head Gardener in the overall presentation of the Lambeth Palace Gardens and provide high-quality hands-on support to ensure that detailed schedules of gardening work can be effectively delivered. Organically maintaining and caring for the planting, meadows and lawns and helping to create an environment where plants, wildlife and people flourish.

Main duties consist of:

- Assisting with the maintenance of borders to the highest standards, showing an understanding of different plant types. Monitoring and nurturing the plants as they grow.
- Assisting with the care of trees, shrubs and climbers. Assisting with the pruning of shrubs, roses, fruit trees and espaliers according to the Head Gardener's specifications. Pruning, pleaching and topiary work.
- Hedge trimming
- Assisting with routine tasks e.g. leaf clearance and composting.
- Routine weeding and possessing a good working knowledge of weed/wildflower identification.
- Regular mowing to keep lawn areas in top condition. Other lawn tasks include edging and re-seeding.
- Encouraging wildlife by assisting to maintain meadow areas and wilder parts of the garden. Assisting with propagation and seed-sowing.
- Safely using machinery, leaf blower, hedge trimmer, mowers (ride-on and pedestrian), strimmer and chipper.
- Working closely alongside the teams of garden volunteers, supporting them and guiding them as needed.
- Carrying out tasks alone as required, safely and responsibly.
- Assisting with the preparation and staffing of Garden Open Days/Evenings for charity, including showing visitors around the garden.
- Helping to shape the future of the garden by taking a key role in planting projects and renovation work to develop and further enhance the garden. Constructively feeding into work plans.
- Observing when something in the garden needs some attention and flagging it with the Line Manager.
- Complying with Health and Safety Policy as indicated and playing a part in ensuring that the workplace is kept safe. Flagging any concerns with the Line Manager. This role involves manual handling, working at height and driving a ride-on mower.
- Carrying out any other duties as required.

However, in compliance with the Equality Act (2010) this must not be done in a way which could be discriminatory. For example, if the physical task is not essential to the job or could be carried out in another way with adjustments, it must not be included in the job description.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time and you will be expected to agree to any reasonable changes to

your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course, we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Experience in line with job profile.
- Having a general understanding of and interest in the principles and practice of organic gardening.
- Good plant knowledge.
- Experience with basic garden machinery i.e. hedge trimmers, strimmers, brush cutters, leafblowers, and mowers (pedestrian and ride-ons).

Skills & Abilities:

- Passion for high-level horticulture.
- Eye for detail.
- Positive approach to working in a small team of full-time gardeners, supporting colleagues to help foster a friendly and peaceful working environment.

Qualifications & Training:

- RHS Level 2 (or similar) or equivalent practical experience

Desirable

- Good communication skills.
- Experience working in a heritage setting.

Vacancy Summary

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| JOB TITLE: | Gardener |
| NCI ENTITY: | Lambeth Palace |
| DEPARTMENT: | Office of the Archbishops (Lambeth Palace) |
| GRADE: | Band 7 Standard Point |
| SALARY: | £30,430 |
| WORKING HOURS: | 35 (8am-4pm with some occasional weekend/evening work) |
| PRIMARY OFFICE LOCATION: | Lambeth Palace, Lambeth, London |
| HYBRID WORK ARRANGEMENTS: | None |
| IS HOMEWORKING A REQUIREMENT FOR THE ROLE?: | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?: | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| CONTRACT TYPE: | Permanent |
| IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL | <input checked="" type="checkbox"/> Basic |
| IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE? | <input type="checkbox"/> |
| ORACLE POSITION CODE: | 8017599 |
| COST CODE: | 15060 |
| PARENT POSITION: | Head Gardener 8017644 |