



# St Andrews Botanic Garden Trust

www.standrewsbotanic.org  
info@standrewsbotanic.org

## Garden and Conservation internship role description

<b>Salary</b>	£19,760 pa
<b>Hours</b>	40 hours per week
<b>Contract</b>	Fixed term (6 months)
<b>Location</b>	St. Andrews
<b>Responsible to</b>	Garden and Conservation Supervisor
<b>Line Manager for</b>	NA

St Andrews Botanic Garden wishes to appoint an enthusiastic and motivated person to join the horticultural team for a six-month intern position. You will gain valuable practical training and experience of a range of tasks. You will have the opportunity to learn new skills and to work with a diverse and extensive plant collection. This position presents an excellent opportunity for someone aiming to establish a career in professional horticulture.

### Personal attributes

The post holder will:

- have some experience of practical horticulture, preferably in a public garden
- have good communication (oral and written) skills and an ability to work as part of a small team and with people at all levels
- demonstrate an eagerness to learn about horticulture, and a willingness to undertake new tasks and gain new skills
- a relevant qualification (eg HNC/HND or RHS level 2) would be an advantage

### Key responsibilities

You will work as part of a small team of skilled and experienced horticulturists, carrying out maintenance and development work. This may include propagation, sward management, pruning and care of herbaceous and woody plants, in addition to more specialist tasks including alpine plant cultivation and landscaping projects. You will be supported and guided by team members throughout, and be encouraged to record your learning using a diary or training log as well as undertaking in-house training on garden machinery and plant identification.

You will comply with all health and safety guidance to ensure your safety and that of the team.

Normal working hours are 8am – 4.30pm, Monday – Friday.

SABG is committed to attracting and developing the expertise and careers of exceptional individuals at all levels as part of its core mission and values.

If you require any further information at this stage or would like to discuss this post then please contact Harry Watkins at [jobs@standrewsbotanic.org](mailto:jobs@standrewsbotanic.org). No agencies please.

## **Background information about the Garden**

St Andrews Botanic Garden was founded in 1889 and has developed on its present site since 1960. It is a beautiful and inspirational garden in the heart of St Andrews. The impressively landscaped 18-acre garden provides a haven within mature trees and shrubs, herbaceous borders, glasshouses and ponds.

St Andrews Botanic Garden (SABG) holds an exceptional, diverse and documented botanical collection in 18 beautiful acres, including half an acre of glasshouses. Located in the centre of the iconic town of St Andrews, it benefits from its links to this UK top 5 University and the global tourist interest in St Andrews.

You would be joining SABG at an exciting time in its history as it refocuses on making its gardens, plants and expertise relevant and accessible to a wider audience. SABG has recently gone through a transition to become an independent charitable trust and is in a challenging time of growth and development.

Activities and events bring to life the scientific interest and botanical diversity of the Garden. Family activity trails, champion trees, play areas and informal activity provision ensure families are especially well provided for.

We believe passionately in the ability of gardens to change lives for the better. We want our Garden to be full of life, at the heart of our community and reaching out to difficult and under-served audiences through our public programming, educational activities and day-to-day operation.

## **Objectives**

The Trust's primary objectives are:

- To welcome and encourage members of the public of all ages to visit the Garden for enjoyment and education about plants, their biology, and cultivation;
- To advance the education and awareness of the public, particularly children, in biodiversity, horticulture, botany and the environment through the provision of classes, workshops, short courses, out-reach programmes, publications, participation opportunities and other media promotion;
- To maintain, display and develop significant collections of named living plants and related objects available to all for reference and study;
- To provide an academic and scientific resource; and
- To contribute to botanical networks and research initiatives on plants, their environment, biodiversity and conservation, with particular reference to native flora of Scotland and the specialist living collections of the Garden.

## **Our values**

- Beautiful gardens and natural environments are fundamentally important to the mental and physical wellbeing of all people.
- We live better, healthier and more satisfying lives when we can create, care for and enjoy gardens.
- The future of life on earth depends on the degree to which humans understand, value and protect plants and the habitats on which they depend.

## **How to apply**

The Person Specification (at the end of this document) provides details of the essential and desirable requirements for the post. You should use it as a guide and provide evidence that shows how you meet, as a minimum, the essential requirements for the post. You are asked in your written application to provide information about how you meet the requirements of Sections 1, 2 and 3 of the Person Specification. If invited to interview the Panel will ask questions about the information you have provided as well as questions to enable you to demonstrate how you meet the requirements of Sections 4 and 5.

Please submit a **Career History of no more than two sides of A4** that gives brief details of your education (Section 1) and also details of all posts you have to demonstrate how you have gained the experience (Section 2) required for the post.

Please also submit a **Supporting Statement of no more than one side of A4** to provide evidence that you have the abilities and skills (Section 3) required for the post. In addition, within your statement please explain briefly what attracts you to both this post and organisation.

Please also give the **names and addresses of two referees** who we might contact if required. One of the referees must be your current or most recent employer. Please indicate on your application whether it would be possible for us to collect references in advance of any interview. We will only contact the referees with your prior agreement.

So that we may contact you about your application please include within your application **your contact details** – full name, address (for any correspondence), telephone numbers (day time and evening) and email address (if you have one).

## **Submitting your application**

Applications should be returned by email to [jobs@standrewsbotanic.org](mailto:jobs@standrewsbotanic.org) or by post for the attention of Harry Watkins, St Andrews Botanic Garden, Canongate, St Andrews KY16 8RT by **5pm on 21<sup>st</sup> May 2021**. Applications received by email will be acknowledged on receipt by email. There will be no need to send a hard copy as you will be asked to sign your application if invited to interview.

## **Shortlisting process and interviews**

Applications will be shortlisted and candidates who appear to best meet the requirements from the information given will be invited to interview. Interviews will take place on **26<sup>th</sup> May 2021** via MS Teams or Zoom.

## **Information for applicants with disabilities**

Please contact us in good time if there is any assistance you require.

## Person specification

	Essential	Desirable
<b><u>Section 1 - Qualifications:</u></b>		
A relevant horticultural qualification (eg HNC, RHS level 2)		√
<b><u>Section 2 - Experience:</u></b>		
Experience of working in horticulture	√	
Experience of working in a garden open to the public		√
<b><u>Section 3 - Abilities and Skills:</u></b>		
Good communication and ability to work as part of a small team	√	
<b><u>Section 4 - Knowledge and Understanding:</u></b>		
Willingness to expand knowledge of plants and horticulture	√	
An appreciation of the role and purpose of botanic gardens		√
<b><u>Section 5 - Personal Qualities:</u></b>		
Highly motivated with a positive attitude towards learning and gaining new skills	√	
Commitment to the objectives and values of the Garden	√	
Commitment to collaborative team based working	√	