



## New Role Profile

<b>Job Title:</b> Gardens and Aviary Administrator	
<b>Managed by:</b> Head of Gardens	
<b>Departments:</b> Gardens and Aviary	<b>Location:</b> Gardens Dept Queen Street, Waddesdon, Aylesbury, HP18 0JH

## Overall Purpose

The Gardens Department is overseen by the Head of Gardens (HG), and the HG manages a team of 9.5 horticulturists, plus 25 volunteers, that are responsible for the 338 acres of formal garden, parkland, woodland and other areas owned and managed by the Rothschild Foundation. The Aviary is managed by the Curator of Birds and Head of the Aviary which falls under the umbrella of the Head of Gardens as part of the Gardens Department.

## Key Responsibilities:

- Providing Administrative Support for the HG including;
  - Full diary management and support of management routines including arranging meetings, preparing minutes and assisting with the follow up actions from meetings.
  - Coordinate visitors and contractors as required
  - Be a part of the Gardens leadership team and help create 3-5 year management plans
  - Coordinate and diarise annual and interim PDRs and 1:1s for the team
  - Coordinate Gardens and Aviary team meetings once every six weeks
  - Coordinate Gardens Committee papers every six months to ensure they are written, edited, formatted and ready to be sent out before the meeting. Arrange and minute the meetings. Support the HG in preparing for the meeting.
  - Attend budget meetings once a month – provide support with tracking budgets, managing and reporting including tracking expenses
  - Maintain H&S records in collaboration with the H&S Manager – providing updated risk assessments, method statements and training records annually
  - Maintain record keeping on SharePoint for the department
  - Support the use of Pirana for the Gardens Department for asset register, training records and work planning
  - Continue to support relationships between the Gardens and Aviary team within the wider Waddesdon staffing structure



- Providing Administrative Support for the Gardens Department and Gardens Volunteers including;
  - Be the point of contact for all general queries from the team
  - Attend the Bookings meetings every Thursday and note any useful information and feedback to the team. Update the Operations plan as required with Garden activity.
  - Record and monitor all staff holiday, ensuring maximum amount of people off is not reached
  - Set up rotas on Myvolunteering for volunteers to log on to, and be a friendly and welcoming point of contact for all Gardens volunteers
  - Process expense forms for staff and volunteers
  - Arrange training for the team through vale training and coordinate pre-course forms
  - Arrange all clothing orders and coordinate with supplier (April & September)
  - Distribute and post payslips
  - Support with any computer training from the team
  - Work with the HG to identify any skills gap
  - Arrange & monitor online rotas via the Gardens General Calender.

### Skills & Experience

- 3 years administration experience
- Highly motivated, organised individual who is able to work effectively with minimal supervision
- Must possess ability to assess and prioritise management and department needs, and work flexibly and proactively
- Excellent communication and interpersonal skills, a dynamic team player
- Excellent understanding of Microsoft Outlook, Word, Excel and PowerPoint and the patience to work with staff members without this proficiency
- An interest in/understanding of gardening/horticulture an advantage
- Project support and experience of working with databases e.g. plant collection databases an advantage
- Experience of working with Pirana database an advantage

### Terms & Conditions

**Contract Type:** Permanent, Part time

**Annual Salary:** £12,266.67 per annum (FTE £23,000 per annum)

**Hours:** 20 hours per week, Monday to Friday 9:00am – 1:00pm



WADDESDON

**Annual Leave:** Pro-rate for hours worked  
From start date, 33 days (including public holiday)  
After three full years of service: 35 days (including public holidays)  
After five full years of service: 37 days (including public holidays)  
After ten full years of services: 38 days (including public holidays)

**Benefits:** 20 % staff discounts in our on-site Restaurant and Shops.  
Matched company pension scheme up to 10% of salary.  
Beautiful location working within the charity and heritage sector.  
Free parking.

**Application:**

To apply, please send a current a CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk) no later than 12pm on Monday 10<sup>th</sup> May, interview dates Monday 17<sup>th</sup> May..