

**Job Description for:  
Training and Community Development Manager**

**JOB PURPOSE**

The 158 acres at Painshill is one of the country's most influential and iconic landscape gardens, created by Charles Hamilton in the 18<sup>th</sup> century. Painshill enjoys an international reputation and on average receives 70,000 visitors a year. This post is funded by the Heritage Lottery Fund it will further strengthen Painshill Park Trust's efforts to fulfil its aim to restore Painshill, provide valuable education resources and preserve its long term survival.

The role of the post holder will be to implement a series of initiatives aimed at increasing the learning opportunities at Painshill Park. They will act as a training manager for staff, including apprentices and volunteers and as a community involvement leader for volunteer groups from the local community. They will also liaise with and manage community service and young offending groups.

This job entails management responsibilities for the supervision and training of staff, students and volunteers. The post holder will be expected to assist with administrative responsibilities such as keeping up to date with Health and Safety files and training records etc.

The role will involve providing training in several practical disciplines, but will largely entail work in amenity horticulture, environmental maintenance and conservation. While not actively engaged with volunteer groups the post holder will be expected to take part in the maintenance and restoration of Painshill alongside the existing estate team. Other areas will comprise hard landscape construction, property maintenance and visitor services.

**KEY RESULT AREAS**

**People Management**

- To be responsible for ensuring staff receive appropriate development training and support, including involvement in Personal Development Reviews for appropriate members of the team.
- To liaise with colleges/training centres to set up, supervise and manage apprenticeship schemes.
- To introduce new employees, trainees, students and volunteers through a recorded induction process and to ensure they receive appropriate training and safe instruction before carrying out work.
- To ensure volunteer groups or individuals carry out effective and useful tasks, which either allow staff to concentrate on specialist responsibilities or assist in carrying out tasks which might not normally be achieved by the team.
- To ensure volunteers are utilised effectively across the whole landscape and are trained and equipped to do the tasks they are asked to carry out; to ensure volunteers have a positive experience and have opportunities to develop.
- To ensure positive team spirit and cooperation between all members of staff and volunteers.

**Customer Care**

- To support the Trust's educational and life-long learning commitment by promoting the work of Painshill Park Trust and the restoration project.
- To assist and lead guided walks, tours and demonstrations when requested in order to promote the work of Painshill Park Trust.

### **Operational**

- To agree and implement a policy to increase and develop new learning opportunities at Painshill.
- To promote and represent Painshill Park Trust's work and policies at all times.
- To be responsible for implementing and managing agreed budgets and fixed assets ensuring that adequate supplies are maintained.
- To work in close partnership with Reception and Volunteer Manager; ensuring consistency when recruiting and managing volunteers.
- To keep abreast of modern techniques and services and to encourage others to exchange and share information.
- To ensure all Health and Safety restrictions and regulations are adhered to at all times.
- To undertake any other duties and responsibilities that are compatible with the overall scope and authority of the appointment.

### **AREAS OF RESPONSIBILITY**

#### **Responsible for**

- Training all staff employed by the Trust, including volunteers, apprentices, temporary workers and any individuals or groups involved via a training scheme.
- The daily supervision and mentoring of apprentices, trainees, volunteers and community groups within the landscape.
- Identifying and enabling learning opportunities at Painshill working with the Education Team.
- Identifying volunteer opportunities in partnership with the Reception & Volunteer Manager.
- Proactively seek new volunteers, apprentices and community groups to carry out required tasks in landscape.
- Initiating input from, and supervising community volunteers.
- Ensuring compliance with all Health and Safety at Work regulations and the Trust's health and safety policies, adopting working procedures with due regard for personal safety and safety of others.

#### **Responsible to**

- The Chief Executive Officer for the implementation of an agreed policy and working within a budget.
- On a daily basis, the post holder will report to the Estate Manager.

### **PRINCIPAL WORKING RELATIONSHIPS**

#### **Internal**

- Garden and estate staff and volunteers
- Chief Executive Officer
- Education Officers
- Reception & Volunteer Manager
- Finance and management teams

#### **External**

- Training providers, college staff, students
- Conservation and community groups
- Schools
- Other voluntary groups
- Probationary and youth offending services

### **HOURS OF WORK**

Based on 39 hours per week, over seven days, weekend duties on rota

### **APPOINTMENT**

All our offers of employment are made, subject to some pre-employment checks:

- References
- A simple health check (usually just a questionnaire)
- A Criminal Records Bureau check if the post involves contact with children or other vulnerable members of society.

### **SALARY**

The initial salary will be based on your skills, knowledge and experience.

You will be paid monthly in arrears by credit transfer to a bank or building society account.