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| <b>Role:</b> Assistant Gardener   | <b>Region / Department:</b> Edinburgh & East   |
| <b>Reports to:</b> Head Gardener, Hill of Tarvit.   | <b>Pay Band:</b> Grade 2 Lower, £26,208 pro-rata, per annum  |
| <b>Location:</b> Hill of Tarvit Mansion & Gardens, by Cupar, KY15 5PB   | <b>Type of Contract:</b> Permanent, Part-Time; 24 Hours Per week. Work pattern to be agreed.         |
| <b>Cost Centre:</b> 3HIT  | <b>Activity Code:</b> GAZ  |
| <b>Terms and Conditions:</b> This post is subject to terms and conditions as outlined in your contract of employment and any subsequent amendments. | Hours of work to suit the needs of the post and may include working at weekends and public holidays. |

### **JOB PURPOSE**

Under direction of Head Gardener working primarily at Hill of Tarvit helping to enhance the visitor enjoyment of the environment around the mansion house. There will be occasional joining up with the garden team at Kellie Castle, and Balmerino Abbey to help undertake ongoing work there.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

Assisting with horticultural duties to deliver the optimum aesthetic standards expected with the safety and enjoyment of all who use the site paramount. Activities include:

- Grass cutting, strimming, hedge-cutting and the raking up or collections afterwards.
- Cutting of lawn edges.
- Hand weeding of borders.
- Pruning wall plants, those in borders and elsewhere.
- Planting out (under direction of Head Gardener.)
- Application of mulches.

Assisting with general property maintenance. Activities include:

- Litter picking.
- Maintaining paths
- Use of bonfire to dispose of unhealthy plant material.

Assisting as required with the general enjoyment of the walled garden and surrounding woodland by:

- Responding to general visitor enquiries.
- Answering basic horticultural enquiries from visitors.
- Assisting at events held across the Fife properties
- Vegetable production

Ensuring compliance with The Trust's Health, Safety and Environmental policies and procedures to ensure safety of staff, volunteers and visitors and where practicable, sustainable horticulture.

Working with volunteers to ensure they deliver required outcomes to the appropriate standard, and ensure they benefit from their volunteering.

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

#### Essential

- Full Driving Licence, valid for driving within the UK.
- No formal educational qualifications required.

#### Desirable

- PA1 & PA6 for working with pesticides.

### **Experience**

#### Essential

- Previous experience in general amenity horticulture or groundskeeping.
- Experienced user of a wide range of hand tools and basic machinery.
- Confidence and competence to politely engage with visitors, staff and contractors, to represent the National Trust for Scotland when speaking with visitors.
- Some practical knowledge of Health and Safety processes and the ability to work effectively within them.
- Good personal organisational and time management skills- including the ability to prioritise work where necessary.
- Capable and comfortable with unsupervised lone working and equally able to work as part of a team.

#### Desirable

- A genuine love for gardening and garden maintenance.
- Experience of working in a garden open to the public.
- Competence and confidence in use of ride on mowers.

## **DIMENSIONS AND SCOPE OF JOB**

### People Management

- No line managerial responsibilities however will on occasion, supervise volunteers under instructions from Head Gardener.
- Will work closely with neighbouring property colleagues, will have occasional contact with advisory colleagues and specialist contractors.
- Will have regular interactions with visitors with a wide range of ages and abilities. This will include families and professionals who walk dogs.

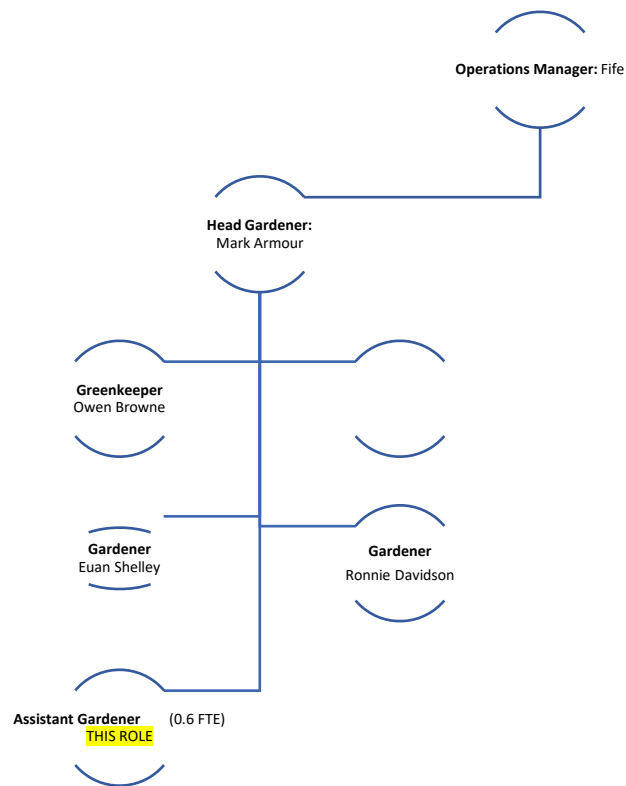
### Finance Management

- Not a budget holder.

### Tools / equipment

- Frequent use of ride on grass cutting machinery expected, infrequent use of strimmer or similar powered tools.
- Frequent use of hand tools such as forks, rakes, loppers and secateurs.

## Place in organisational structure



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The **Purpose, Context, Key Responsibilities, and Person Specification** reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

### **How to Apply**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk) by Friday 20<sup>th</sup> February 2026.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Assistant Gardener – Hill of Tarvit"