

Role: Garden Apprentice	Region: Edinburgh & East
Reports to: Head Gardener	Pay Grade: Grade 1 - £27,976 per annum
Location: Kellie Castle and Garden, Anstruther, Pittenweem, Fife, KY10 2RF	Type of Contract: Full-Time, 40 Hours Per Week. Fixed-Term, 18-Month Contract.
Cost centre: 2201	Activity code: TOZ

JOB PURPOSE

The Garden team plays a vital role in delivering the National Trust for Scotland's mission by contributing to nature conservation, visitor experience, learning, and community engagement. This work supports both the strategic objectives of individual properties and the wider goals of the organization, helping to protect and promote Scotland's natural and cultural heritage.

The Garden Apprentice position offers a valuable opportunity for a young person to gain hands-on experience, training, and professional development in a dynamic conservation and visitor services environment. Working alongside experienced colleagues, the apprentice will support the care and presentation of our landscapes, engage with visitors and local communities, and contribute to the protection and enjoyment of special places.

Through meaningful public engagement, excellent customer service, and commitment to high standards, the Garden Apprentice will help create memorable experiences for visitors. As part of the site team at Kellie Castle and Garden (East Fife Team), the apprentice will also support income generation and contribute to the long-term sustainability of the Trust's work.

The Apprentice will also study for a Modern Apprenticeship (SVQ in Horticulture within Parks and Gardens and greenspaces at SCQF Level 6) with Rural Skills Scotland.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

You will take direction from the Head Gardener, with the Garden team providing day -to-day supervision. You will also work alongside other property staff. The apprenticeship will be run in partnership with Rural Skills Scotland, who will support the successful candidate through their SVQ undertaking regular observations to allow the apprentice to meet the necessary evidence requirements. The apprenticeship is for a fixed period of 18 months during which the successful candidate will be mentored and undertake relevant vocational training.

You will provide a consistently high standard of work and customer care at all times:

- Promoting and supporting the organic management principles within the gardens
- Assisting with the production of fruit and vegetables for sale.
- Assisting with all general gardening duties
- Maintenance of the of the estate
- Providing an excellent visitor experiences including delivery of guided walks, events and educational activities, answering visitors' queries about the property and gardens
- Promoting the National Trust for Scotland and the benefits of Trust membership
- Always maintain excellent standards of site and personal presentation

- Ensuring work is undertaken in a safe and appropriate manner, wearing correct uniform, name badges, or PPE as required

SCOPE OF JOB

Conservation

- Supporting the property team in delivery of priority conservation actions including organic horticulture working in the gardens and grounds of Kellie Castle and Garden

Estate Management & Maintenance

- Working with colleagues, volunteers and contractors to ensure all aspects of the property are properly maintained.

Public Engagement

- Regular interaction with all members of the public to promote the work of the NTS.

Teamwork

- Regular interaction with employee and volunteer colleagues to share daily tasks and support efficient operations.

Operational & Administrative Processes

- Help achieve activities targets and membership recruitment targets.
- Conform to standard NTS policies and administrative and operational procedures.

Health, Safety & Environment

- Expected to become familiar with and comply with the property's Health and Safety policies.
- operation and maintenance of tools, equipment (formal training will be provided as required).

The current duties of this job **do** require a criminal records (Disclosure Scotland) check to be carried out.

REQUIRED SKILLS, EXPERIENCE & KNOWLEDGE

Essential:

- This is a development role so there are no set qualifications for this post.
- Ability to work within a team to a high and safe standard.
- Ability to be flexible and adapt working patterns and tasks to meet day-to-day variations in property needs.
- Excellent front of house persona - warm, welcoming, patient and understanding.
- Excellent communication skills.
- Genuine belief in the value of landscape conservation and excellent customer service.
- Ability to be proactive and to take the initiative.
- Ability to balance training and expectations of the course curriculum alongside estate duties.

Desirable:

- Experience of working on the land/outdoors.
- Demonstrable experience in working in a public facing context.
- Have or currently working towards obtaining a Driving License.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge 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 by Sunday 18th October 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, "Garden Apprentice – Kellie Castle"

All candidates will need to meet Skills Development Scotland's funding criteria to be eligible for this Modern Apprenticeship.