

Role: Gardener	Region: Edinburgh & East
Reports to: Head Gardener	Pay Band: Grade 2 - £28,562
Location: Newhailes House and Gardens. Newhailes Rd, Musselburgh, EH21 6RY	Type of Contract: 5-Year Fixed-Term Contract. Full Time, 40 Hours Per Week.
Cost Centre: 3NEH	Activity Code: PGA
Terms and Conditions: This post is subject to terms and conditions as outlined in your contract of employment and any subsequent amendments.	Hours of work = 40 per week on 5 days out of 7 days and at times to suit the needs of the job, and may include working at weekends and public holidays

JOB PURPOSE

Under the leadership of the Head Gardener, to help conserve and maintain Newhailes House and Gardens to the Trust's standards, promote the garden to visitors, and play a part in the wider running of the property.

CONTEXT

Newhailes is an 84-acre designed landscape and pleasure grounds consisting of woodland, water gardens, follies, farmland, children's playpark, and a market garden. The successful candidate will assist and support the property and gardens team in the conservation, care, and presentation of the property's market garden, designed landscape and estate, ensuring that all areas are maintained to the highest standards and to the enjoyment of all visitors and supporters, whether through delegation to other staff/volunteers, or personal work. The market garden is managed, maintained, and developed to provide produce to sell on site, and for use in the café, contributing to the property's overall conservation and development, and its enjoyment by visitors and supporters.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Undertake routine, cyclical, and project practical conservation and maintenance of the garden, such as (but not limited to):
 - Soil preparation, soil testing, soil improvement, composting, mulching;
 - Propagation (from seed sowing, cuttings, grafting), nursery-work, planting out, transplanting, under direction of Head Gardener;
 - Management of trees, shrubs, herbaceous plants, annual plantings fruit and vegetables;
 - Pruning of wall trained fruit, ornamental shrubs, fruit bushes, and hedges;
 - Management of turf, such as seeding, feeding, mowing, edging, scarifying, aerating, strimming;
 - Weed control, clearing/control of invasive species, and adequate disposal using composting or bonfires dispose of arisings and unhealthy plant material;
 - Hard landscaping, maintenance of paths and walk-ways, maintenance of fences and boundaries;
 - Leaf-raking, deadfall removal;
 - Integrated Pest Management;
 - Litter picking;
 - Work alongside and support volunteers, providing instruction and ensuring safe and effective task delivery.

2. Assisting with general property and estate maintenance. Activities include:
 - Operate and maintain horticultural machinery including tractors, ride-on mowers, strimmers, hedgecutters, chainsaws etc. in accordance with Trust Health & Safety procedures, completing relevant records where required. – pre-start checks, HAVs etc.
3. Assist, as required, with plant records and labelling, or any monitoring or recording of e.g. weather conditions.
4. Assist with education/interpretation activities such as introductory talks and guided walks.
5. On occasion, supervise and work with volunteers, student placements, garden interns, and/or apprentices to ensure they deliver required outputs at the appropriate standard, and gain benefit/satisfaction from their activities.
6. Assisting as required with the general enjoyment of the gardens and wider estate by:
 - Responding to general visitor enquiries.
 - Answering basic horticultural enquiries from visitors.
 - Assisting at events held at the property and within the cluster.
 - Assisting with monthly newsletters and articles where appropriate.
7. Undertake other reasonable duties, as may from time to time be required, to ensure the smooth running of the property as required by the Head Gardener/Operations Manager such as set up and breakdown of functions and events.

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.

The role is one for which the duties/responsibilities/accountabilities of the role require you to become a member of the Protection of Vulnerable Groups (PVG) scheme, which replaces the 'Enhanced Disclosure' check and is administered by Disclosure Scotland.

Working conditions:

- required to wear Personal Protective Equipment (PPE) suitable for the tasks in hand.
- required to undertake routine Occupational Health Testing for risks relating to (but not limited to) Hand-Arm Vibration Syndrome (HAVS), audio, lung-function, skin sensitivity.
- required to follow all Health & Safety policies and procedures to ensure the safety of self and others.
- required to work in all weathers and in all seasons.
- required to work on own initiative and to the Trust's standards within the framework of a plan or schedule of tasks as described by the Head Gardener (or their nominated deputy).
- required to wear NTS staff uniform and recognise the role involves representing the NTS when meeting and dealing with members of the public as part of day-to-day work.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- HNC in Horticulture, RHS level 2, (or equivalent qualification) supported by sound demonstratable horticultural knowledge, or 5 years practical experience, with demonstratable skills, working within a private estate, large garden, historic property, or high-end horticultural environment, spanning all four seasons.
- Full Valid Driving Licence, suitable for driving within the UK.

Desirable

- PA1 & PA6 for safe working with pesticides, or willingness to be trained in the use of pesticides and to exercise that training.
- Chainsaw certificate: Maintenance & Cross-cutting, and Felling (up to 380mm), or willingness to be trained.
- Basic Tree Inspection.
- Emergency First Aid at Work + Forestry.
- Industry recognised certificates in machinery use (or willingness to undertake training if required).
- RoSPA playpark inspection.

Experience

Essential

- Sound practical knowledge of how to use and maintain a wide range of hand tools and horticultural machinery safely.
- Excellent interpersonal skills. The ability to confidently politely engage with visitors, staff, volunteers, and contractors, as a representative of the National Trust for Scotland.
- Sound practical knowledge of Health and Safety processes and the ability to work effectively within them.
- Ability to work independently, as well as work as part of a small team, with good personal organisational and time management skills- including the ability to prioritise work where necessary and the ability to work using own initiative, in the absence of direct line management.

Desirable

- A genuine love for gardening and garden maintenance.
- Demonstrable skills in plant husbandry, particularly trees, shrubs, herbaceous plants, turf culture, growing vegetables, and pruning.
- Eye for detail and finish, quality standard, and best practice.
- An appreciation of Scottish garden history.
- Competence and confidence using estate vehicles including tractors, ride on mowers, and ATVs.
- Experience working with and supporting volunteers.
- Ability to investigate, suggest and implement improvements to work procedures in garden activities.
- Competent IT skills sufficient for maintaining plant records, use of the internet/intranet, assisting volunteers, on-line learning etc.

DIMENSIONS AND SCOPE OF JOB

People Management

- No line managerial responsibilities however will on occasion, supervise and direct volunteers, seasonal gardeners, apprentices, or garden interns, under instructions from Head Gardener.
- Will work closely with neighbouring property colleagues, will have occasional contact with advisory colleagues and specialist contractors.
- required to work constructively as part of a team, upholding the Trust's Values

- as a garden open to the public, will work in public view and is required to interact positively with visitors, colleagues, and volunteers, with a wide range of ages and abilities, and members of the local community. Including families, professional dog walkers.

Finance Management

- Not a budget holder.

Tools / equipment

- Frequent use of powered equipment, including ride-on mowers, strimmers or brush cutters, pedestrian mowers, hedge cutters, leaf blowers, etc.
- Frequent use of hand tools such as forks, spades, trowels, rakes, hoes, secateurs, loppers, shears, edging-moons, edging shears, bow saws, etc.
- Frequent use of powered/driven vehicles including tractors (with and without trailers), ride on mowers, pick-ups, ATVs, etc.
- Will be an occasional user of Trust computer equipment for email, online training, plant records, writing newsletter articles etc.

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 by Sunday 15th November 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, "Gardener - Newhailes"