



# Sheffield General Cemetery Trust

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## **Vacancy – Temporary to cover Maternity Leave - part-time (0.4) Landscape Conservation Supervisor**

**The Sheffield General Cemetery Trust** is a registered charity dedicated to promoting and restoring the Cemetery and to protecting it as a unique heritage site and haven for wildlife. The Cemetery is located in Sharrow in the city of Sheffield and is open all day and everyday.

**This is a temporary post to cover a maternity leave and will terminate when the post holder returns to work from maternity leave. To start as soon as possible from 1 July 2017, a part-time Landscape Conservation Supervisor to maintain the historic landscape of Sheffield General Cemetery to a high standard of conservation and sustainability and to supervise a team of volunteers who currently work on the gardening and landscaping of the Cemetery.**

**Responsible to:** the General Manager

**Hours:** 0.4 of a 35 hour week to be worked usually (but not always) as 2 days a week (14 working hours not including 1 hour lunch break) 9.00 a.m. – 5.00 pm. on Tuesdays and Fridays; however the post holder may be required to work any day of the week which is required by the Trust including weekends and bank holidays.

**Salary:** £8 per hour

The post will require an enhanced DBS check.

Closing date for receipt of applications: 12.00 noon on Wednesday 24 May 2017.

### **Job Description:**

1. To implement the Cemetery Habitat Management Plan
2. To provide onsite supervision for volunteers during the Tuesday and Friday sessions.
3. To provide onsite supervision with volunteers for additional work undertaken by community groups and schools wishing to use the cemetery's resources.
4. To provide suitable tasks to bring health and social inclusion benefits for volunteers.
5. Maintenance of equipment used onsite.
6. To assist with volunteers who oversee outreach work within the community and encourage individuals and groups to use the cemetery's resources.
7. With nominated volunteers encourage the local disadvantaged population in Sharrow to attend volunteering and education sessions.
8. To undertake and monitor risk assessments for all activities.
9. To obtain feedback and monitor all activities undertaken and report back to the General Manager and Trustees as appropriate.
10. To lead guided tours and events when required relating to the landscape and ecology of the Cemetery.
11. When required to assist with events at the Samuel Worth Chapel.

## Person Specification:

<b>Necessary Skills</b>	<b>Preferred Skills</b>
Practical experience in the Horticultural Industry	Land Based Industry qualification in Gardening and/or Horticulture e.g. City & Guilds Level 3 Work Based Horticulture qualification
Experience of Grounds Maintenance and Landscaping	Certificate of Competence in safe use of machinery and/or pesticides
Ability to manage priorities	Experience in supervising a team
Experience of working as part of a team	Experience of working with Volunteers
Able to work flexible hours when required	Experience of working with young people
Excellent Communication skills both written and verbal	Excellent plant knowledge
Demonstrated empathy with wildlife and the landscape	
Awareness of Health and Safety legislation and risk assessments	
Able to work hands-on on all aspects of landscaping	

Letter of application should be sent either by email to: [sheffieldgeneralcemeterytrust@gmail.com](mailto:sheffieldgeneralcemeterytrust@gmail.com) or by post to Mrs J Ridler, Trustee, Sheffield General Cemetery Trust, The Gatehouse, Cemetery Avenue, Sheffield S11 8NT

To arrive by 12.00 noon on Wednesday 24 May 2017 stating your reasons for applying for the post, how you meet the person specification, together with the name, address, telephone number and email addresses of 2 referees (one of whom must be your present or most recent employer), who may be approached to provide references prior to interview.

SGCT May 2017