



## **JOB DESCRIPTION**

<b>Position:</b>	Assistant Head Gardener
<b>Reports to:</b>	Head of Horticulture
<b>Salary:</b>	£35,000 to £45,000 dependent upon experience, 3-bed cottage available
<b>Location:</b>	Dumfries House Estate, Cumnock

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **Dumfries House Estate and Gardens**

The Great Steward of Scotland's Dumfries House Trust was created by His Royal Highness The King Charles III, Duke of Rothesay in 2007 with the aim of maintaining, managing and developing Dumfries House and estate as a visitor attraction and also to use it as a catalyst for heritage-led regeneration.



Since 2007 the programme of works has gone through the full spectrum of conservation, restoration and new builds within the estate. The landscape restoration process has included the creation of a new 10-acre Arboretum, the full restoration of the 5-acre Walled Garden, various yew mazes, 15-acres of developing woodland gardens, rose parterres, many avenues of trees and a variety of gardens set around the numerous restored built structures across 600-acres of the 2,000-acre estate.

In 2018 The Great Steward of Scotland's Dumfries House Trust merged with other Prince's Charities to become The Prince's Foundation and subsequently the King's Foundation with the registered office being Dumfries House.

### **The Role:**

The Assistant Head Gardener's role will be to work closely with the Head of Horticulture to manage, maintain and further develop the gardens and wider estate at Dumfries House. The role will help to ensure the gardens are presented to a high standard in line with The King's Foundation's vision for the estate and to enable the local community and visitors from further afield to enjoy the beautiful grounds. The role will include a level of office work, but it is expected that the Assistant Head Gardener will be largely hands-on.

### **Key Tasks**

Specific Duties will include:

- To work closely with the Head of Horticulture on the day-to-day aspects of garden presentation, cyclic maintenance and on-going developments, delivering exemplary standards across the gardens at the King's Foundation.
- To work with other teams ensuring a coordinated approach for all site-based garden and landscape projects and activities at the King's Foundation.
- Assist with the management, training and development of the garden team, trainee gardeners and volunteers.
- In conjunction with the Head of Horticulture, assist with the selection and appointment of garden staff, trainees and volunteers. Ensure correct introduction to the property is completed with all new personnel.
- Lead, manage and motivate gardeners to deliver objectives and projects as agreed with the Head of Horticulture.
- To deputise for the Head of Horticulture in their absence.
- Assist the Head of Horticulture in the review and preparation of the annual garden budget.
- To provide up to date information in support of the procuring of plants, materials, tools and equipment for the garden and wider estate.
- Assist and where requested take a lead on garden compliance; ensuring the team abide by safe working practices, review and carry out risk or COSHH assessments and keep abreast of up-to-date health and safety legislation.
- Ensure the safe use, maintenance and storage of all machinery, equipment and hand-tools, advising on suitable replacement in line with budgets.



- Maintain electronic and manual garden records, including planting plans, plant lists, equipment lists, tools, etc.
- Be prepared and willing to undertake garden-based tours and talks as well as specialist talks as and when requested.
- Assist with the interpretation and marketing of the garden and wider estate.
- To carry out such other relevant duties as may be required.

### **Person Specification**

#### **The essential skills, knowledge and experience required are:**

- Highly motivated person with high level of all-round practical horticultural skills and experience relevant to Dumfries House. Good problem solver. A minimum of eight years of relevant horticultural practical experience.
- Relevant horticultural qualifications to that of the role of an Assistant Head Gardener.
- Proven experience of working in a varied garden environment with high standards of presentation.
- Experience of the use of a wide range of garden equipment and machinery including the management and maintenance thereof.
- Good plant knowledge and experience of plant record keeping with the ability to maintain accurate records.
- Good up to date knowledge of health, safety and the risk management of gardens for both staff and visitors.
- Experience of staff supervision, with the ability to lead, train and motivate staff, trainees, work experience placements and volunteers.
- Excellent communicator and good interpersonal and written communication skills, including working knowledge of basic MS Word, MS Excel and MS Outlook.
- Current and full UK driving licence.

#### **Desirable experience:**

- Experience in organic gardening.

#### **Other:**

- The post will be based at Dumfries House, Cumnock, KA18 2NJ with the requirement to travel on occasion to other KF sites.
- Your working hours will be 39 hours per week, Monday to Friday. Occasional weekend working as and when required.
- You must have the legal right to work in the UK.
- A three-bedroom cottage is available for onsite accommodation.

**Applications:** Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Sunday 31 August 2025**