

Job description

Job title: Wildflower Nursery Trainee

Team: Communities, Youth and Learning

Responsible to: Grow Wilder Site Manager

Responsible for: No direct reports, working with a number of regular volunteers and community groups

Working base: Grow Wilder, 181 Frenchay Park Road, Stapleton, Bristol BS16 1EL with all Avon Wildlife Trust owned or managed sites.

Overall purpose of job

Support the effective operation and smooth running of Avon Wildlife Trust's wildflower nursery. This includes implementing seasonal and operational processes and assisting with the production of plants, sales of plants and seeds and volunteer training. Assist in relationship building with partners, customers and the public and help to create an informative experience to inspire people to take action for nature through wildlife gardening.

Main responsibilities

- Positive and informative engagement with visitors to the site
- Support wildflower production and maintain plants ready for sale or planting on site
- Effectively respond to enquiries and create positive customer interactions
- Support the delivery of events on site and nursery events off site
- Assist with volunteer training and support
- Support learning opportunities for community groups and volunteers
- Support with the implementation of updated interpretation and sales materials, liaising closely with our central comms & marketing team
- Contribute to managing wildflower and other habitats across site
- Contribute to maintaining a safe, accessible, welcoming, and inspiring site.
- Contribute to the upkeep and cleanliness of indoor & visitor facilities
- Document experience through written narrative, photos and/or videos, liaising closely with the communications & marketing team

Training and Development provision:

Throughout the 12-month traineeship, the postholder will be supported to reflect on and evidence progress against the learning outcomes identified below. The postholder will gain skills and knowledge in these areas through supported work experience, training and eLearning.

Learning and development outcomes.

- **Induction and role-specific training** – introduction to the nursery, its growing systems, procedures, policies, tools, equipment and working practices.
- **Basic horticultural skills** – preparing growing areas and propagation materials, sowing seed, potting-on, planting, watering, feeding, weeding and general plant care.
- **Wildflower identification** – learning to identify native wildflower species, including their distinguishing features, growing requirements and seasonal characteristics.
- **Seed collection and propagation** – training in responsible seed collection, seed cleaning, storage, sowing and different propagation techniques.
- **Plant health and biosecurity** – recognising common pests, diseases and nutrient deficiencies, together with appropriate prevention and control measures.
- **Soil and growing-medium management** – understanding soil types, composts, drainage, fertility and sustainable approaches to growing native plants.
- **Nursery production and crop planning** – developing an understanding of propagation schedules, stock management, labelling, record keeping, plant quality and preparing plants for sale or planting projects.
- **Use and maintenance of tools and equipment** – safe and effective use of hand tools, propagation equipment and nursery machinery appropriate to the trainee's level of competence.
- **Health and safety training** – manual handling, safe working with tools and machinery, working outdoors, COSHH where relevant, and appropriate use of PPE.
- **Environmental and ecological awareness** – introduction to native plant conservation, biodiversity, habitats, provenance and the ecological importance of wildflowers.
- **Sustainable horticulture** – water conservation, peat-free growing, recycling, reducing waste, responsible sourcing and environmentally sensitive nursery practices.
- **Customer and communication skills** – where the role involves visitors or customers, training in providing information about plants, taking orders, sales and answering basic horticultural queries.
- **Record keeping and digital skills** – maintaining propagation and stock records, plant labels, databases, spreadsheets or other nursery-management systems.

- **Practical mentoring and supervision** – working alongside experienced nursery staff, with regular demonstrations, feedback and opportunities to progressively undertake tasks independently.
- **Progression reviews** – regular one-to-one discussions to assess progress, identify skills gaps and agree further training and development objectives.

Job specification

Management and Supervision

- To support the tasks of practical volunteers and community groups.
- Assists in provision of training and learning to volunteers and groups.

Accountability and Resources

- Support regular market research and establishing pricing structures for products.
- Support with ensuring compliance with current legislation.

Job Impact

- Support for wildflower production and ensuring sales are complete.
- Support for advocating Trust values and creating an informative experience for public and customers to inspire people to care for nature through wildlife gardening.

Independence and Judgement

- Ability to exercise judgement and independence with agreed levels of responsibility and autonomy.
- A variety of work activities, often working independently, either alone or with volunteers.

People and Contacts

- Frequent contact with a wide range of individuals, including vulnerable people and community groups.
- Ability to speak to groups of people and act as an advocate for the Trust.

Creativity and Innovation

- Work to agreed plans and targets.
- Ability to react and respond to unexpected non-routine situations and opportunity to influence and input creatively to development of Trust outcomes.

- Willingness to develop and look beyond the boundaries of the immediate role.

Working conditions

- Work is usually in a greenhouse, polytunnel or nursery environment and across the Grow Wilder site.
- Occasional tasks in the wider site caring for habitat conservation demonstration areas.
- Occasional to frequent physical polytunnel/greenhouse/outdoor work in all weathers.
- Some regional travel might be expected.
- Occasional out of hours support for events.
- Occasional evening and weekend work will be required for which TOIL will be earned.
- You will not be required to work outside of the UK.

Person specification

E = essential criteria. D = desirable criteria

Please note - we have robust safeguarding procedures in place. This post is subject to a satisfactory enhanced DBS (Disclosure and Barring Service) check if applicable, and we will require two workplace references.

Experience

- Interest in working with community groups in a horticultural and nature reserve setting (E)
- Some practical experience in wildlife-friendly or organic gardening on a small to medium scale and/or a community garden (D)
- Experience and knowledge of therapeutic approaches to working in an outdoor environment (D)
- Experience of working with adults at risk and volunteers (D)
- Interest in practical conservation management (E)

Competence, knowledge and skills

- Enthusiasm and dedication to professional development (E)
- Ability to motivate a wide range of people and negotiate positive outcomes (E)
- Ability to work to tight timescales and meet deadlines (E)

- Some knowledge of native wildlife and basic conservation principles (D)
- Good communication skills (E)
- Some experience of working in front of house settings (e.g. hospitality) (D)
- First aid qualification (D)
- Full, clean driving licence (D)

Personal qualities

- Able to be a team player with the ability to put people at ease. (E)
- Well organised, attention to detail, practical and patient. (E)
- Excellent personal time management and reliability. (E) This position is subject to a DBS check. (E)
- An interest in wildlife and nature conservation and supportive of the aims of The Wildlife Trusts (D)
- Supportive of the Avon Wildlife Trust values (E)

Our values:

- o **We're determined**
Nature is facing huge challenges, but we have the skills, tenacity, and experience to help it recover and thrive.
- o **We get things done**
Nature's recovery takes bold and decisive action. Our ability to work locally and at a landscape scale enables us to make an immediate and effective impact.
- o **We're collaborative**
Nature connects us all. We work to bring like-minded people together, co-creating solutions that help nature and people flourish.