

# CHARLESTON



<b>JOB TITLE:</b>	Assistant Gardener
<b>CONTRACT:</b>	Kickstart – Fixed term six months traineeship
<b>SALARY:</b>	National Minimum Wage
<b>REPORTING TO:</b>	Head Gardener
<b>HOURS:</b>	25 hours per week
<b>LOCATION:</b>	Charleston

## ABOUT CHARLESTON

Charleston is a place that brings people together to engage with art and ideas.

The modernist home and studio of the painters Vanessa Bell and Duncan Grant, Charleston was a gathering point for some of the 20th century's most radical artists, writers and thinkers known collectively as the Bloomsbury group. It is where they came together to imagine society differently, and has always been a place where art and experimental thinking are at the centre of everyday life.

Today, we present a dynamic year-round programme of exhibitions, festivals and events. We believe in the power of art, in all its forms, to provoke new ways of thinking and living.

The Charleston Trust was formed in 1980 and is responsible for the care of Charleston's house, interiors and collections; and for opening the site to visitors. It is an independent charitable trust with a commercial trading arm, and currently receives no regular public funding.

## MAIN PURPOSE OF ROLE

To assist our Head Gardener in maintaining the gardens and outdoor spaces at Charleston.

This position will be an opportunity to take part in the planning, propagation and maintenance of spring and summer displays, annual and perennial vegetable gardening and making flower arrangements to dress public spaces and events.

The Charleston Trust  
Charleston, Firle, Lewes  
East Sussex BN8 6LL  
+44(0)1323 811 626

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@CharlestonTrust

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The position will include hands on training with our Head Gardener. This is an excellent opportunity for someone interested in horticulture to gain hands on experience in a historic garden.

## KEY RESPONSIBILITIES

The Assistant Gardener will be involved in the following areas:

- Replanting and dividing herbaceous perennials
- Weeding and mulching
- Pond maintenance
- Maintaining gravel paths and terraces
- Staking, tying in and cutting back herbaceous perennials
- Winter pruning fruit trees
- Propagation of annuals
- Researching new garden projects
- Interaction with visitors and volunteers

## GENERAL

- To support the Head Gardener in all areas of their work
- Attend and contribute to team training, staff meetings, and briefings where appropriate
- To work flexibly across the organisation at busy times supporting other teams as required.

## ESSENTIAL SKILLS AND ATTRIBUTES

- Good organisational skills
- Strong interpersonal skills
- Basic knowledge and practical experience of gardening
- Interest in garden history and conservation
- Flexible and committed approach to work, willing to work in all weathers
- Reliability and good time keeping
- A responsible attitude and sensible approach to problem solving
- Good IT skills (ability to use Outlook, Excel and Word)
- Interest in the arts, including literature, ideas and performance
- Able to work occasional evenings and weekends

PPE and any equipment required will be provided.

## HOW TO APPLY

- Deadline for applications: Midnight, Sunday 21 November 2021
- First interviews: Friday 26 November 2021

This placement is part of the Government Kickstart Scheme and is open to unemployed young people aged 18–24 who are in receipt of universal credit and able to provide a referral from their work coach.

To apply, please email a covering letter and CV to [jobs@charleston.org.uk](mailto:jobs@charleston.org.uk) and complete an [equal opportunities monitoring form](#).

Charleston is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, sex, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic background.

We particularly encourage applications from communities currently under-represented at Charleston including individuals from Black, Asian and Minority

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Ethnic backgrounds, people with disabilities, and those from lower socio-economic backgrounds.

All positions at Charleston are offered subject to the following conditions:

- Receipt of satisfactory references
- Proof that you are legally entitled to work in the UK

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