

## Job Description

<b>Job title:</b>	Senior Groundsperson
<b>Location:</b>	Coram's Fields, 93 Guilford Street, London, WC1N 1DN
<b>Salary:</b>	£30,000 per annum
<b>Reporting to:</b>	Buildings and Facilities Manager
<b>Direct Reports:</b>	Grounds and Sports Apprentice
<b>Hours</b>	37.5hrs per week, includes some evenings and some weekend work (on rota)
<b>Contract:</b>	Permanent

### Role Summary

This is a very varied and fully operational role and will involve a good deal of manual work, often outdoors. You will be responsible for overseeing the development and implementation of Coram's Fields hard and soft landscape maintenance plans. You will work with a small team of ground staff and volunteers to ensure that our unique, seven acre park for children in the heart of central London, is maintained to the highest of standards and remains an attractive and safe space for our many visitors.

### Main Responsibilities:

The successful management, maintenance, and day to day running of Coram's Fields park, playground and facilities relies on a multi skilled and flexible team. The responsibilities below are the key requirements of the role however, from time to time, you may be asked to do other tasks to ensure the successful running of the site

- You will lead on the management, enhancement, and development of the grounds to Coram's Fields
- You will lead on the development and implementation of a systematic programme of hard and soft landscape management and maintenance, specifically focussing on our park, play areas, lawns, and green spaces, to ensure consistently high standards of maintenance across the site.
- It is for you to supervise and coordinate the work of the grounds team responsible for hard and soft landscaping, providing clear direction and allocation of tasks
- You will work closely with the grounds team to develop a strong understanding of the maintenance programme and to deliver staff training in the use of maintenance systems and processes (including the use of online management systems)
- You will supervise colleagues on the Grounds team, improving their skills and knowledge and demonstrating safe use of equipment where necessary. You will provide on the job learning and identify suitable external training where appropriate. You will provide feedback

to the Buildings and Facilities Manager regarding performance as part of the appraisal process

- You will work with the Buildings and Facilities Manager to regularly review the non-cyclic priorities for the site, identifying short and medium-term schedules and delivering these with the support of the grounds team.
- You will work alongside the grounds team to carry out a range of regular and non-cyclic maintenance tasks across the site including those relating to: lawn maintenance, waste and refuse, leaf and pollen removal and the upkeep of play areas and water facilities.
- You will work alongside external contractors and carry out regular inspections and testing across the site to ensure compliance and best practice, e.g. in areas such as lawns, playgrounds, and water testing.
- You will support the Groundsperson (Gardens and Open Spaces) to develop plans, informed by our land management strategy, for the enhancement of Coram's Fields gardens and growing spaces, providing accessible community engagement opportunities whilst promoting sustainability.
- You will support the Building and Facilities Manager to review the annual RoSPA play inspection report and to develop a schedule of maintenance and repair, delivered through the grounds team and external contractors, ensuring play areas are maintained to the highest standards
- You will take a lead role in supervising the work of regular and ad-hoc park volunteers, providing support, and mentoring to enable volunteers to develop a range of skills and experience across all areas of hard and soft landscape management.
- You will contribute to the production of risk assessments in relation to the hard and soft landscape management elements of the site.
- You will support the Buildings and Facilities Manager in developing a long-term plan for the replacement of play equipment and opportunities to enhance the grounds
- It is for you and your colleagues to ensure sustainability is at the core of our management and maintenance of the park, identifying opportunities to enhance sustainable approaches in line with current best practice
- You will directly line manage the Grounds/Sports Apprentice, providing work-based supervision support, mentoring and development opportunities to ensure they continually grow their skills and knowledge in line with the needs of the site
- You will act as the senior lead on site, alongside the Buildings and Facilities Manager and the Sports Facilities Coordinator
- You will deputise for the Buildings and Facilities Manager during periods of absence
- You will be a visible public presence across the park, ensuring that users respect the park and facilities, which may mean handling difficult situations appropriately and reporting and recording incidents as appropriate
- The safety of children and vulnerable adults that use our services is of paramount importance to us. You must report any safeguarding concerns in line with Coram's Fields safeguarding policy. As you might expect, this role requires a satisfactory DBS check and registration with the DBS tracker service, given the nature of the work and regular interaction with children.

- You will attend regular training to refresh skills and acquire new knowledge as appropriate to the needs of the role.

**Other Duties:**

1. You may need to undertake any tasks that may be requested from time to time by your line manager, as may be consistent with the nature and scope of this post.

## Person Specification

	Essential	Desirable	Evidence
Qualifications	<p>Industry recognised qualification in Health and Safety, e.g. IOSH</p> <p>An appropriate professional qualification or degree in land management or horticulture or significant work experience in a similar role.</p>	<p>RoSPA Playground inspection certificate</p> <p>Safeguarding training</p> <p>Working at heights training</p> <p>Risk assessment training</p> <p>COSHH training</p> <p>First Aid at Work qualification</p>	Application
Experience	<p>Minimum of 3 years' experience of soft and hard landscape management in public parks and open spaces in a setting comparable to that of Coram's Fields</p> <p>Significant experience of using and implementing a range of systems, processes, and procedures to deliver high quality soft and hard landscape management (including where appropriate online systems)</p> <p>Experience of supervising staff within a landscape management setting, including providing training, development, and mentoring opportunities.</p> <p>Experience in the sustainable management and development of green spaces.</p> <p>Experience of carrying out a range of inspections for the purposes of compliance, preferably including children's play equipment.</p> <p>Experience of working with and alongside external contractors to</p>	<p>Experience of designing from inception, processes for hard and soft landscape management.</p> <p>Experience of working with and managing the work of volunteers, providing appropriate support through training, development, and mentoring.</p> <p>Experience of supervising colleagues, and able to demonstrate safe use of tools and deliver training where necessary.</p>	Application and interview

	<p>support the delivery of effective hard and soft landscape management (e.g. lawns, playgrounds)</p> <p>Experience of contributing to/developing risk assessments</p>		
Skills	<p>A range of practical hard and soft landscape maintenance skills in areas such as: gardening/green spaces, sports facilities and courts, carpentry</p> <p>Demonstrable leadership skills and the ability to coordinate the work of a team through clear direction, task allocation and ongoing supervision of performance.</p> <p>Excellent teamwork skills and the ability to galvanise and motivate those around you to deliver consistently high standards</p> <p>The ability to identify and prioritise work schedules</p> <p>Excellent communication and interpersonal skills. Approachable and friendly, with the ability and confidence to engage with and build strong relationships with the children, young people and volunteers that use our park.</p> <p>The ability to deal with conflict and diffuse situations to achieve an appropriate resolution</p> <p>Strong IT and digital skills, including good working knowledge of e-mail and other Office products and online maintenance systems.</p>		Application and interview

<p>Knowledge/attributes</p>	<p>Excellent knowledge of the key components of a successful hard and landscape management plan.</p> <p>Knowledge of COSHH and the regulations regarding the storage of chemical substances relevant to the role.</p> <p>Knowledge and experience of working within robust incident and accident reporting frameworks and a strong understanding of the thresholds of regulatory report (e.g. RIDDOR/HSE)</p>	<p>Knowledge of safeguarding and the application of good safeguarding practice within the context of a public space.</p> <p>Membership of Institute of Parks and Green Space (IPGS), Grounds management Association or similar organisation</p>	<p>Application and interview</p>
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