



Garden Director
based in Painswick, Gloucestershire

Role summary

Leading and managing a small and high-performing team of staff and volunteers, our Garden Director is responsible for the smooth operation of Painswick Rococo Garden as the UK's only complete surviving example of its time. Highly responsible, confident and capable, the Garden Director works effectively with the Board of Trustees to develop and deliver the charity's strategy. As well as ensuring the excellent maintenance and conservation of the Garden, the Director oversees all elements of the operation of the Rococo Garden Trust and its trading company, ensuring the Garden continues to thrive as a leading independent heritage visitor attraction.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust.

Key responsibilities

- Lead, manage and develop the staff and volunteer team.
- Working with the Board of Trustees, further develop and deliver a business plan to support the delivery of the Trust's charitable objects, ensuring it continues as a thriving conservation charity.
- Be responsible for the strong financial health of the Trust and its trading subsidiary, ensuring that the operation achieves and preferably exceeds financial targets through sound financial management, appropriate fundraising and good commercial decision-making.
- Be responsible for health & safety for the site, working with the Trust's insurers to ensure the Garden operates safely as a heritage visitor attraction and workplace.
- Be responsible for the maintenance, conservation and development of the Garden in line with its Conservation Management Plan.

- Lead on human resources, recruiting and retaining staff and volunteers in accordance with current legislation and good practice to develop an outstanding team.
- Lead on initiatives to further strengthen the Trust's financial position, raise its profile and tell its story, including effective marketing and high quality events.
- Maintain and develop effective partnerships locally, regionally and nationally which benefit the Trust
- Be the main point of contact for all regulatory and legislative bodies.
- Ensure robust business management processes and infrastructure are in place and operate efficiently in order to enable the smooth running of the organisation.
- Serve as the Trust's Company Secretary and as a Director of the Trust's trading subsidiary, enabling compliance with current legislation, ensuring the Trust's policies are up-to-date and administering Board meetings.
- Administer and attend Board subcommittees as required.
- Ably represent the Garden externally, whether dealing with key stakeholders, giving talks or meeting potential donors.
- Support the delivery of a high standard of visitor experience and provide outstanding customer service at all times.
- Serve as duty manager on a rota basis including regular weekends, bank holidays and evenings.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

In addition, all employees are expected to work within the terms of their contract of employment.

Person specification

	Essential	Desirable
Qualifications and Experience:		
Qualified in a relevant field		X
Experience of working in a leadership role in a charity/visitor attraction environment	X	
Experience at an operational level in conservation/heritage, ideally with a horticultural element	X	
Experience of working in a customer-focused environment	X	
Experience of successful commercial decision-making	X	
Strongly numerate with a track record of excellent financial management	X	
Experience of creative problem-solving	X	
Experience of working as part of a small team and under pressure	X	
Experience of working with volunteers	X	
Experience of running high quality profitable events	X	
Experience of fundraising	X	
Excellent level of skill with Microsoft software	X	
First aid qualification		X
Personal licence holder		X
IOSH Managing Safely certificate		X
Personal Qualities:		
Well-organised and confident	X	
A natural communicator	X	
Passionate about people and their development	X	
Amiable and agreeable	X	
Dependable and professional	X	
Effective working as part of a team	X	
Able to work effectively unsupervised	X	
Excellent attention to detail	X	
Decisive	X	
Resilient	X	
Collaborative	X	
Caring yet efficient	X	

Hours of work

Forty hours per week.

Place of work

Painswick Rococo Garden.

Salary

£50,000 per annum pro rata plus discretionary benefits.

Holidays

28 days paid holiday pro rata (including bank holidays) per annum.

References

Two professional references will be required, including one from a current or most recent employer.

Probation period

Three months.

Notice period

Three months.

Line Manager

Chair of the Board of Trustees.

*Debbie Grey, Chair of the Board of Trustees
30 April 2025*