

Garden Projects Manager (Part time)
Job Description: Oct 2018

1. Overview:

Greenfingers has ambitious plans to create more gardens for children in hospices, and their families, to enjoy. The Garden Projects Manager will plan, and project manage Greenfingers hospice gardens in accordance with a statement of works for each garden. This post will be the central role between the hospice, designer, landscaper and Greenfingers Charity. The post holder will need to work flexibly, in terms of time and be prepared to travel across the UK. A full clean UK Driving License is required.

2. Essential qualifications, skills and experience required:

- 2.1 Qualification in Landscape Architecture or Landscape/Garden Design
- 2.2 Experience in the technical delivery of landscape projects in a garden design or landscape architecture practice
- 2.3 Excellent graphic, verbal and written communications skills to communicate ideas, issues and solutions. Client and supplier relationships are important to us, so you will need to be excellent in telephone, face to face and written communication.
- 2.4 Experience of working with both masterplans and technical/construction drawings and specifications.
- 2.5 Experience of site inspections and site supervision of independent contractors and specialists
Experience of managing schedules and budgets to produce on-budget, on-time projects with researched and considered solutions to problems.
- 2.6 Strong project management and co-ordination skills
- 2.7 Experience of working under pressure and completing work to the highest standard to agreed deadlines.
- 2.8 Rigorous attention to detail
- 2.9 Ability to work effectively both individually and as part of a team.

3. Desirable skills and experience:

- 3.1 Vectorworks 3D, Sketch-up
- 3.2 Registered as a Landscape Architect with the Landscape Institute
- 3.3 Horticultural and plant knowledge

4. Accountability:

Responsible on a day to day basis to the Director of Finance & Resources and working closely with the Director of Fundraising & Communications.

5. Responsibilities and Key tasks:

- 5.1 To attend the initial visit to the hospice with the Director of Fundraising & Communications to assess the nature of the garden and what is required in terms of a designer and project budget.
- 5.2 Obtain any further information from the hospice to assess the garden design and complete the hospice application criteria evaluation form and design brief.
- 5.3 Research and source three competent designer(s) for the garden project in question. Brief the designers about the hospice garden in question and how Greenfingers Charity works.
- 5.4 Attend a second meeting at the hospice with the Director of Fundraising & Communications, the appointed designer and hospice care team to complete the garden design brief.
Review designers brief and proposal and recommend to Directors whether to proceed.
- 5.6 Put in place a project management plan with the designer.
- 5.7 Attend the consultation meeting with the hospice to progress initial design concept with designer and reach approval on final design with estimated costs ready for Board Approval.
- 5.8 Ensure Designer obtains three build quotes for all garden projects regardless of size via the tender process. Review quotes for consistency of the specification.
- 5.9 Make recommendation on the Landscaper to use based on tender process criteria. Notify Director of Finance & Resources whom chosen Landscaper is for issuing the contract.

- 5.10 Ensure all relevant documentation received from the Landscaper is received before the build starts, including a schedule of works and a timeline.
- 5.11 Compile list of potential Gifts in Kind with designer.
- 5.12 Monitor timeline and progress of project for payment purposes, which will involve visiting the site to check works are on target and for stage payment purposes.
- 5.13 Ensure designer provides a maintenance plan for the hospice on completion of the garden project.
- 5.14 Organise Garden completion certificate and ensure all parties comply.
- 5.15 Prepare Garden report for the quarterly Board Meetings to be presented by the Directors.
- 5.16 Six months after garden completion, attend and report on follow up visit to complete Garden Evaluation report, source testimonials and images and review condition of the garden.

6. Key Relationships

- 6.1 To maintain effective networks and foster good communications with all principal supporters, stakeholders and the hospices we work with.
- 6.2 To work closely with Director of Fundraising & Communications, Garden Committee and all other members of the Greenfingers Charity team, plus Freelance Contractors.