

LEEDS CASTLE

DESIGNED TO ENTERTAIN & AMAZE

PARKLAND & GROUNDS MANAGER

Role Profile & Job Description



LEEDS CASTLE

JOB DESCRIPTION

JOB TITLE:	Parkland & Grounds Manager
REPORTS TO:	Estate Director
RESPONSIBLE FOR:	Grounds Operatives Assistant Grounds Operatives
DEPARTMENT:	Estates

LOCATION Leeds Castle is a stunning, 900-year-old moated castle, set in 500 acres of Grade II listed parkland, situated in the beautiful Kent countryside. The Castle has been open to the public through the Leeds Castle Foundation since 1974 and continues her story as a glamorous retreat and popular visitor attraction.

PURPOSE Working with Garden Manager & Golf Manager, conserve the Grade II* Designated Grounds & Parkland, along with the wider natural environment across the 1000-acre Leeds Castle Estate.

Contribute to the development of Parkland and Countryside elements of a new 'Whole Estate Plan' and work with colleagues to realise this vision.

Support Day Visitor & Hospitality Operation with the set up & running of Major Events.

KEY TASKS

- Provide expert Grounds and Wildlife leadership to the team of Grounds Operatives, conserving & managing Grade II* listed grounds and parkland ensuring the highest standards of Health and Safety, presentation and conservation.
- Manage resources effectively to ensure high levels of presentation within budget, ensuring contractors are procured appropriately & equipment well maintained.
- Responsible for tree safety across the estate ensuring Leeds Castle meets the standards set out in National Tree Safety Guidance and all appropriate tree works are completed in house or by contractors.
- Responsible for the active management of water courses and water bodies across the estate, ensuring they are managed for wildlife and landscape, including meeting the statutory requirements of the Reservoir Act.

- Work with agricultural tenants to manage the estate in line with requirements of the Whole Estate Plan, ensuring leasing and grazing agreements are in place.
- Lead on management of the Estate's woodlands, ensuring woodland management plans are in place & available grants secured. Complete additional planting as required to offset carbon emissions. Direct in-house and contractor teams to complete coppicing, ride management and other conservation works, taking the needs of the visitor operation into account.
- Ensure estate paths are maintained in good order and estate infrastructure such as fencing, gates and grazing infrastructure are maintained to a high standard.
- Work with Estate Director and external Agents to maximise income from BNG, Green Financing, Stewardship and Woodland Grant income, ensuring that all necessary works and reporting are completed.
- Manage budgets effectively and work with fundraising colleagues to explore external grant opportunities contributing to bids, claims and reports.
- Successfully grow and maintain a Grounds & Parkland Volunteer Team to support the management and conservation of the estate.
- Work with the Greenkeeping Manager and Gardener Manager to identify and delivery opportunities for nature, ensuring joined-up parkland management and visitor experience.
- Ensure climate change resilience and sustainability underpins all decisions.

CORE ACCOUNTABILITIES

- Caring for and sharing the Parkland & Grounds at Leeds Castle, ensuring a safe visitor environment.
- Supporting delivery of the commercially critical Major Events Programme.
- Sourcing external income to support work in land/woodland management & biodiversity enhancement.
- Supporting reduction & offsetting of carbon emissions at Leeds Castle.
- Building, leading & inspiring team in an engaging & professional manner.
- Follow Company regulations in Health & Safety and maintain a safe working environment.
- To ensure excellent standards of personal presentation, performance and attendance at all times.

SKILLS, KNOWLEDGE, EXPERIENCE required

Knowledge – Essential

- HND or Degree in relevant land management subject.
- Excellent natural history knowledge.
- Excellent knowledge of habitat management particularly fluvial, woodland and parkland/ wood pasture.
- Understanding the complexities of working within a heritage environment and visitor attraction.

- Managing machinery and workshops ensuring they are compliant with H & S legislation such as PUWER, LOLER, COSHH.

Knowledge – Desirable

- Knowledge of agricultural tenancies.
- Knowledge of BNG, woodland and agricultural grant schemes.

Experience – Essential

- 3 to 5 years' experience of managing sites for people and nature conservation.
- Experience of H & S management on an estate (e.g. tree risk, reservoirs and managing safety in the countryside).
- Experience of procuring and managing contractors for estate management.
- Experience of recruiting and leading staff & volunteers.
- Balancing conservation priorities with visitor experience requirements.
- Budget and work programme management.
- Writing and working to site management plans.
- Appreciation of the importance of supporting the commercial operation.

Skills – Essential

- Excellent line manager able to manage workflows & performance, inspire & coach teams.
- Experience of carrying out a range of practical habitat and estate management tasks, from coppicing to mowing to fencing.
- Practical qualifications such as tractor, ride on mower, pesticide, chainsaw and brush cutter.
- Good written and verbal communication skills.
- Good planner, with the ability to respond quickly to unforeseen changes.

The Leeds Castle business is a 24/7, 364 day a year business. The postholder should therefore expect occasional weekend and Bank Holiday working where business requirements dictate, especially with regard to Tree Safety checks in extreme weather.

In addition to your main areas of responsibility, the values and behaviours that are required from all our people for the successful delivery of our vision and strategy are summarised below:

VISION	To be the South's top heritage destination for relaxation, hospitality & experiences that surprise & delight
VALUES:	
	WELCOMING: Everyone is treated as a valued guest
	BEHAVIOUR: We welcome our guests with warmth & the personal touch, going the extra mile to make sure guests have a fabulous experience, while keeping them safe. We are inclusive, welcoming people of all races, genders, ages, sexualities & abilities. We build connections with communities & partner organisations to reach those who experience barriers to visiting.
	SURPRISING: We are a living, breathing heritage site, a place that uses its assets with joy. We look at life through a different lens, seeking surprising hidden stories & new approaches
	BEHAVIOUR: We are curious, think laterally & always look for the Leeds Castle 'twist' to make us stand out. We are agile, flexible & open to change.
	ENDURING: As estate custodians, we understand our assets, think long-term in caring for & improving them & leaving a healthy, positive legacy for future generations.
	BEHAVIOUR: We manage finances for the long-term, investing wisely & monitoring payback. Staff spend charitable funds prudently, always seeking best value. We minimise environmental footprint & work towards net zero carbon emissions. We plan regular maintenance & capital projects to protect our assets, doing the job properly & once. Our decision making is ethical, transparent & has integrity.
NURTURING: We continue the estate tradition of looking after our people & communities.	
BEHAVIOUR: We respect different skills, experience & views. We work as one team, supporting & developing staff, recognising this is a lifestyle, not just a job. We take ownership of challenges & opportunities, successes & failures, always learning from experience. We are a good neighbour & partner, with a positive influence in Kent and beyond.	

All candidates will be recruited against the above criteria regardless of their sex, racial, ethnic or national origin, disability, age, sexuality or responsibilities for dependents. We value a diverse workforce and celebrate our differences

This Job Description is not exhaustive. You should be aware that you may be required to perform other duties as required.

I have read and understood the above Job Description.

Signed Date