



ENGLISH HERITAGE

JOB DESCRIPTION

JOB TITLE:	Gardens and Landscape Intern
DIRECTORATE:	National Collections Group
DEPARTMENT:	Curatorial
LOCATION:	London
PAY BAND:	Band E (c£19,913)
HOURS:	37 hours per week (flexi time system in operation)
STATUS:	24 months fixed term contract
RESPONSIBLE TO:	Senior Landscape Advisor

OVERALL PURPOSE OF THE JOB

The Intern is the first point of contact for all gardens and landscape queries – internal, professional, and the public. As part of the Gardens & Landscape Team in English Heritage's National Collections Group, the Intern assists with research, standards, policy, gardens curatorial and presentation projects, and provides administration and financial management support; and during the course of the internship responsible for his/her own projects. The Intern works in a multi-disciplinary environment with horticulturalists, landscape architects, landscape managers, curators, historians, planners, architects, engineers and others.

The Intern post is designed to give newly qualified graduates students experience in historic parks and garden conservation and to help their career development. The post is part of English Heritage's commitment to address the conservation skill crisis.

BACKGROUND TO THE ROLE

The National Collections Group is responsible for the stewardship of English Heritage's collections of buildings, artefacts and archives, for their presentation and interpretation and for the maximisation of their commercial potential. It has a number of challenges to meet:

- firstly to ensure that the collections are handed on to future generations in as good or better condition than we found them
- secondly to position the organisation as the holder of major national collections

- thirdly to ensure that the commercial contribution made by the collections delivers the level of growth which English Heritage needs.

The Gardens & Landscape Team is part a group specialising in the care, repair and conservation of buildings, gardens and landscapes with responsibility for setting standards promoting best practice and providing specialist advice for English Heritage in all aspects of the repair and maintenance of the historic environment as well as the development and delivery of the care and conservation of our National Collection of Historic Properties.

ENGLISH HERITAGE'S GARDENS AND LANDSCAPE TEAM

The 24 month Intern post is a key member of the Gardens & Landscape Team and helps deliver the National Collections Group Business Plan. The Team comprises of specialists in historic gardens and landscapes, horticulture, landscape management, planning and conservation.

The Intern is based at English Heritage's office in London (1 Waterhouse Square, 138-142 Holborn, London EC1N 2ST). The other five Gardens & Landscape Team colleagues are based at five other locations. The Intern also works with colleagues across English Heritage, and in particular the Historic Properties' garden teams, the Estates team's landscape managers and National Planning Department's landscape architects.

The Intern's job involves travelling around England, and sometimes several nights a week away on site work/projects.

The Gardens & Landscape Team works with Government departments, agencies like Natural England, voluntary sector organisations like the National Trust, Ancient Tree Forum, and county gardens trusts, private owners, and professional institutes as well as colleagues in other English Heritage departments and regions, and the garden teams at Audley End, Belsay Hall, Brodsworth Hall, Down House, Eltham Palace, Kenilworth Castle, Kenwood House, Osborne House, Walmer Castle, Witley Court and Wrest Park. The team leads the Historic & Botanic Garden Bursary Scheme www.hbgbs.org.uk.

MAIN DUTIES AND RESPONSIBILITIES

1. Act as first point of contact for all garden and landscape enquiries by email, post and telephone from colleagues, external professionals, and the public
2. Assist with garden and landscape research on English Heritage sites
3. Assist with landscape conservation management planning for English Heritage sites
4. Provide technical and project management support for a range of projects including 'MoRPHE' project assurance management responsibilities for research

projects (see www.english-heritage.org.uk/professional/training-and-skills/training-schemes/short-courses/project-management-using-morphe)

5. Assist with the execution of EH gardens projects including practical garden work when necessary
6. Assist with the development and maintenance of gardens and landscape web pages, and the use of social media - see www.english-heritage.org.uk/parksandgardens and www.english-heritage.org.uk/professional/advice/advice-by-topic/parks-and-gardens
7. Support the development, use and interpretation of the English Heritage plant record systems
8. Assist with the preparation of landscape project and contract documentation including CAD plans, spreadsheets and databases, reports
9. Assist with the monitoring, evaluation and reporting on landscape contracts, contract works and contractors
10. Assist with the development of guidance and advice on landscape conservation and landscape management including research, drafting and layout of new publications
11. Undertake research and data analysis to assist EH colleagues with projects and case work
12. Develop a personal training plan ranging from garden history, landscape management to personal skills, forward job plan, and a portfolio for the 24 month internship experience (as his/her own personal record)
13. Design, develop and complete a personal projects during the 24 month internship such as new landscape advice notes
14. Assist liaison with other organisations and departments, and help set, run and manage meetings (including minute taking)
15. Prepare promotional materials ranging from PowerPoint presentations, information packs, training packs, displays, and academic-style posters Look after Gardens & Landscape Team resources, files and library
16. Assist with the Gardens & Landscape Team's cost centre budget management, purchase orders and payments
17. Undertake other tasks or projects as required and by agreement with the line manager.

PERSON SPECIFICATION

Qualifications and Experience

The post holder must hold (or about to qualify) for a degree or equivalent in horticulture, landscape management, ecology or a similar discipline. Ideally the post holder will also have had some work experience in either the landscape sector or office environment.

A valid UK driving licence is useful.

Skills, Abilities and Knowledge

- Keen interest in garden history and landscape conservation
- Highly motivated and keen to learn
- Confident, professional and personable
- Ability to work independently and to be self sufficient
- Good at networking
- Good at problem solving
- At ease working in a multi-disciplinary office as sole gardens expert
- Good understanding of others' skills and expertise and readily identifies own needs
- Willing to travel regularly throughout England, and when necessary stay overnight
- Good writing skills
- Good numeric skills
- Good computer skills with working knowledge of software such as Word, Excel, Access, Powerpoint, InDesign, Photoshop. The post holder is expected to learn (or improve) CAD and GIS skills during the internship
- Good administration and office management skills

How to apply

Applicants are asked to send a CV with a covering letter. Please ensure that your CV includes details of your degree course and graduation date and that your covering letter explains why you are interested in the internship.

Please follow the job application instructions given at www.english-heritage.org.uk/jobs

If you are invited to interview

We will ask you to send in a 1000 word (maximum) essay by Friday 5 July 2013 on “Ten key landscape management issues to consider in opening a historic property for visitors”. We will email candidates selected for interview on Monday 1 July 2013.

Closing Date for applications: Sunday 23 June 2013

Interview Date/Location: Tuesday 9 July 2013 at English Heritage's London Office (EC1N 2ST). We will email candidates selected for interview on Monday 1 July 2013.

Start and end dates: The successful candidate can start as soon as the job offer is confirmed and should plan to be in post by 2 September 2013 at the latest. Please note the contract will end just before 24 months employment would be completed.

More information is available at www.english-heritage.org.uk

- Parks and Gardens advice pages www.english-heritage.org.uk/professional/advice/advice-by-topic/parks-and-gardens/
- English Heritage's gardens www.english-heritage.org.uk/daysout/properties/?filter=Gardens
- Register of Parks and Gardens www.english-heritage.org.uk/caring/listing/registered-parks-and-gardens/