



Job Description

Job	Estate Supervisor		
Reports to	Estate Manager		
Hours of work	37.5 hrs / week	Contract type	Permanent
Annual leave	25 days plus statutory Bank Holidays		
Work pattern	Normal working hours 9am - 5pm, 5 days a week, Mon-Fri. One weekend shift required every 6 weeks – 8 weeks.	Salary	£26,500

Do you love working outdoors and have a passion for wildlife conservation?

Arnos Vale Cemetery is a Victorian Garden Cemetery in the heart of Bristol. We are an uplifting site of culture, history, nature, conservation and wellbeing.

We host a variety of events throughout the year, including funerals, weddings, historic and nature tours, fitness classes, markets, theatre, and film nights. We run a gift shop, venues for hire and a café. As a charity, all our income is used to protect and enhance this special place.

The Cemetery is a 45-acre urban green space; a unique and fascinating place for the community and visitors to explore and enjoy nature and history. Using our Landscape Management Plan we manage different areas of the site in different ways; for families visiting graves and memorials, as well as for wildlife conservation. We depend on and value the contributions of our volunteers to deliver so much of the work that we do, so we offer a range of volunteering opportunities from landscape maintenance to working in the shop, guiding tours and undertaking historical research. Volunteers are the backbone of our organisation.

Our vision is that Arnos Vale evolves, staying relevant for Bristol's communities.



Our Values are Community, Conservation, Compassion, Collaboration

These are a strong set of values that inform everything we do and we're looking for someone who is aligned with them. As our **Estate Supervisor**, you'll have extensive knowledge of habitat conservation and ecology, a wide range of practical skills and a passion for engaging with our community to help manage the site to increase biodiversity.



Role description

Working with the Estate Manager, the Landscape Volunteering Officer, volunteers and contractors, you will be responsible for overseeing the delivery of the work set out in the Landscape Management Plan. This will include a specific focus on the ongoing extensive removal of ash dieback-affected trees, which the Trust anticipates will continue for at least a further 2-3 years, after which the role will be amended to reflect the changing needs of the site and the organisation.

You will also be responsible for general woodland management, as well as large swathes of natural habitat including species rich grassland, semi-improved grassland and scrub. Training will be provided where needed. You will carry out and commission survey and monitoring work and use your skills to help develop the Landscape Management Plan for the future.

As we are an active cemetery, you will also need to closely manage the more-formal areas of the grounds. A very important aspect of your role will be to assist our Cemetery Services Manager with cemetery-related activities, and to help manage our grave maintenance contracts. You will be a key, customer-facing ambassador for the site, helping to build good relationships with our users and visitors.

You will help to plan and develop projects and have the skills to carry out small-scale, soft and hard landscape tasks, such as tree and hedge planting, fence construction, step building.

You will help us to diversify our commercial use of felled timber and manage our Woodsure accreditation to sell seasoned firewood. You will line-manage the Landscape Volunteer Officer and Landscape Intern and help to support our amazing volunteers, on whom we rely for so much of what we do. You will need to be an active, enthusiastic and energetic team member who is adaptable to change and is passionate about this unique site. You will need to take real pride in your work and be comfortable dealing with and supervising a range of people. We'd love to find someone who is as excited as we are by the potential of this place at the heart of the community.

This is a busy role, so you'll need to be enthusiastic and proactive with a positive approach.

You will be flexible and adaptable – you might be asked to help with events, looking after and maintaining the buildings, or opening and closing the cemetery gates. We're a small

team, so we all help each other out and regularly need to react to changes to ensure that the site operates efficiently and safely. You'll be a key member of the team to whom people will come for answers around Estate matters. You'll be an excellent communicator and love telling people all about Arnos Vale and the opportunities available.

We believe in celebrating people's differences. So regardless of your background or personal characteristics, if you are great at what you do, we want to hear from you.



What a working week looks like

You will carry out at least one to two days of tree removal work every week, with contractors and colleagues from the Estate Team, to help clear dead and dying ash trees across the site. On other days, you will be managing the clearing and processing of the timber and brash from the tree work, liaising with contractors, planning future work, carrying out various site maintenance tasks, assisting with cemetery-related duties, carrying out admin and planning seasonal work for the volunteers to undertake.

You'll be passionate about working with others to deliver high quality landscape management work in this important community space.

Person specification

Essential:

- Qualified and experienced in chainsaw use: NPTC 201 (formerly CS30) and NPTC 202 (formerly CS31)
- Qualified and experienced in Tree Climbing and Aerial Rescue (CS38)
- A clear passion for and experience of nature conservation and biodiversity, and a commitment to sharing this with our community and volunteers
- Experience of working with and supervising volunteers
- A range of practical landscape maintenance and nature conservation skills in a physically demanding role
- Experienced in using other petrol-driven machinery – strimmers, hedge-trimmer
- Great people and motivational experience, able to communicate well with a wide range of people
- Good time management and organisational skills
- Self-motivated, pro-active, able to work unsupervised as well as part of a team, following and implementing instructions
- IT skills
- Interest in gaining vocational qualifications and training
- Compassionate to the varying needs of the different individuals
- Willingness to adopt and promote the values of Arnos Vale Cemetery Trust
- Comfortable working in a cemetery
- Full UK driving licence

Desirable:

- Qualified and experienced in Use of Chainsaw from a rope and harness (CS39) and Dismantling and Rigging (NPTC CS41).
- Experience as a volunteer in the nature conservation sector
- Knowledge of ash dieback disease
- Knowledge of ecological monitoring techniques
- Skilled in maintaining tools and equipment
- Current First Aid qualification

The Benefits

We offer all our employees a wide range of benefits including:

- A contributory pension scheme
- 25 days annual leave plus Bank Holidays pro rata (increasing year on year after 5 years' service up to 30 days)
- A Group Life Insurance Scheme for all employees
- Opportunities for learning and development
- Wellbeing initiatives
- Workspace within walking distance of Bristol train station, free onsite parking
- Free tours of the site and a whole lot more!

Recruitment policy

Arnos Vale is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please do let us know if this applies to you, or if you need this document in a different format.

How to Apply

Please send us your **CV, a covering letter** (no more than two pages) **or a 3 min video** explaining your suitability for the role. Also complete the **Arnos Vale Cemetery Trust Equality and Diversity** monitoring form and send to nick.bull@arnovale.org.uk

If you'd like more information, please email nick.bull@arnovale.org.uk or call on 0117 971 9117

Deadline: Monday 5th February

Interviews: Tuesday 20th February