



## **Gibraltar Botanic Gardens 'The Alameda'**

### **Vacancy – General Manager**

The Gibraltar Botanic Gardens were established in 1991 in the Alameda Gardens, a public garden that was inaugurated in 1816. It is therefore a historic garden that combines features of cultural heritage with a thriving collection of plants from throughout the world, with a strong emphasis on succulent and Mediterranean floras. The Botanic Gardens also include the Alameda Wildlife Conservation Park (AWCP; a small zoo) and the Alameda Open Air Theatre, which hosts performances and functions during the summer months.

#### **The Candidate Must**

- Have qualifications equivalent to a degree in Horticulture or at least five years worth of experience working at a senior level at a botanic garden or other large garden or plant collection.
- Be knowledgeable on the philosophy, workings and requirements of a botanic garden and sympathetic to its development as an institution for research and learning.
- Have previous experience in supervising operations at a botanic garden or other large garden.
- Have effective leadership qualities, good communication skills and be motivated and dynamic, inspiring staff with a strong work ethic.
- Have all-round physical skills regarding gardening, landscaping and technical works.
- Be able to work with flexibility, responding effectively to new situations as they arise.
- Preferably have pesticide training certificates, COSHH and risk assessment training.
- Have computer literacy skills and proficiency in Microsoft Office.
- Have and retain a valid B class driving licence.

#### **Management**

The General Manager's duties with regard to management are:

- To assist the Director and work with the Curator in maintaining, developing and improving the Gibraltar Botanic Gardens as a botanic garden of a high international standing.
- To plan and oversee all operations in the gardens on a daily basis, including management of staff, liaising with supervisors and deploying personnel, and report these to the Director as and when required.
- To oversee general works, including those carried out by external contractors, and report to the Director on these matters.

- To ensure that all works being carried out by employees of Wildlife (Gibraltar) Ltd. adhere to best-practice with regard to Health & Safety, the environment and sustainability, and monitor grounds managed by Wildlife for possible Health & Safety issues that may affect employees or the public.
- To assist the Director and the Accounts Manager in employee administration.

### **Salary & Conditions**

- The position of General Manager is a full time position (40 hours per week) with a starting salary of £38,500.
- The General Manager shall be eligible for a Government of Gibraltar pension after one year's service.
- 34.5 days paid annual holiday (including public holidays).

Interested parties should email a C.V. and covering letter to Teresa De Bank: [tdebank@gibraltargardens.gi](mailto:tdebank@gibraltargardens.gi).

The closing date for applications is Friday 30<sup>th</sup> August 2019.

Interviews are normally held in Gibraltar but can be conducted via Skype.

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