Shuttleworth Botanic Garden

Job Title: Plant Recorder

Reporting to: Head of Science or Botanical Operations Ltd Director

Position Overview

The Plant Recorder is responsible for the accurate documentation and management of the living plant collection at the Shuttleworth Botanic Garden. This role involves plant identification, data integrity and the administration of botanical database systems. The successful candidate will support both operational and strategic initiatives related to plant records contributing to the garden's horticultural excellence and public engagement.

Key Responsibilities

- Administer a comprehensive accessioning and data recording system for all plant acquisitions.
- Manage and evaluate botanical database software, recommending upgrades or alternative platforms to align with technological advancements.
- Conduct scheduled inventories and implement taxonomic updates to ensure data accuracy.
- Address plant-related inquiries and collaborate with external stakeholders, maintaining confidentiality and compliance with plant movement agreements.
- Share botanical expertise with horticultural staff and industry professionals to support knowledge exchange.
- Maintain precise plant labelling and develop interpretive materials to enhance visitor education and engagement.
- Source plant information and collect data to support landscape project planning and implementation.
- Represent the organization at industry conferences and meetings, contributing to the advancement of plant records and data management practices.
- Develop and implement standard operating procedures for plant collection processes and data systems; provide training to estate staff.
- Pursue ongoing professional development to remain current with best practices in plant recording and botanical data management.
- Communicate effectively and professionally with estate staff, contractors, the property owner, guests, and visitors.
- Adhere to BOL Health and Safety Policy
- Drive a vehicle on public highways and estate land