



Duchy of Cornwall Nursery Manager, Horticulture and Retail

The Duchy of Cornwall

The Duchy of Cornwall is a private estate which funds the public, charitable and private activities of The Prince of Wales and his family. The Duchy consists of around 53,154 hectares of land in 24 counties, mostly in the South West of England.

The Duchy estate was created in 1337 by Edward III for his son and heir, Prince Edward. A charter ruled that each future Duke of Cornwall would be the eldest surviving son of the Monarch and the heir to the throne.

The current Duke of Cornwall, HRH The Prince of Wales, is actively involved in running the Duchy and his philosophy is to improve the estate and pass it on to future Dukes in a stronger and better condition.

Manager, Horticulture and Retail

Main Purpose of Role

The manager will be required to lead, organise, motivate, manage and direct all operational activities of plant retail sales and staff on a day to day basis.

Scope of role

The manager will be responsible for:

- Setting and achieving objectives for a viable retail plant business in tandem with the successful existing catering and merchandise business;
- Analysing yields, operational costs and financial returns of horticultural operations to ensure achievement of overall business objectives and performance targets;
- Identifying technical and business problems, investigating the causes and formulating solutions;
- Planning and organising trials to assess their effectiveness;
- Preparing new or modified operational and business plans ensuring continual improvement;
- Developing new products and markets and negotiating with suppliers and buyers and attending national exhibitions to accommodate market trends;
- Managing produce supply chain systems and the supporting infrastructure for processing, storage and transport of produce;
- Managing the sourcing, stocking policy, quality of stock and presentation standards of a high class shopping environment;
- Organising presentations, technical visits and demonstrations.
- To ensure a safe working environment for employees, customers and visitors.
- Ensuring that UK, European Community and international quality, hygiene, health and safety and employment standards and regulations are communicated, understood and met;
- Communicating effectively with customers, fellow work colleagues and professional groups, both orally and in writing, through briefings, reports and presentations;
- Disseminating information and setting individual targets and objectives for the team,
- Organising staff rotas and ensuring adequate cover,
- Training and instructing staff and helping them to develop their professional skills and experience;
- Performing essential administration, including records, budgets, accounts and knowledge of EPOS system;
- Keep up to date in your specialist area and in developments in the whole horticultural sector;
- Flexibility and to perform any other duties and objectives as required to contribute

effectively to the achievement of the business aims and objectives.

Position	The post reports to General Manager and has 2 direct reports.
Relationships	You will need to work and communicate effectively with others and establish positive working relationships with the management of the Duchy of Cornwall Management, Customers, staff, suppliers and couriers.

Reward package

Full time 39 hours per week and will include weekend cover on a rota basis. At seasonal times longer hours maybe required.

Annual Salary **£25,000- £35,000**

You will be entitled to 28 days holiday pro rata including bank holidays

The Duchy will contribute 5% of basic pay into its group Stakeholder pension scheme.

Person specifications

Education, Experience & Qualifications

Relevant Bachelor's Degree or Minimum Level 5 Qualification in subjects such as Horticulture, Horticultural Management, Professional Horticulture or Commercial

Horticulture.(HND/Foundation Degree)

Membership with Chartered Institute of Horticulture.

Valid Certification for Forklift Operators (Forklift Licence)

Relevant Health and Safety Qualification/s (e.g. COSHH and IOSH or equivalent)
A First Aid Certificate would be advantageous.

Personal

You will be an excellent communicator and hold exceptional interpersonal skills, being able to converse effectively and clearly with management, customers, suppliers and members of your team.

You will be able to take a lead in advocating the new plant retail business, planning the financial performance and delivering on that plan, whilst also managing the expectation of the diverse nursery customer base and pleasing them with new offers.

You will be passionate and knowledgeable about horticulture and plants and be able to transfer this into an entrepreneurial approach to marketing, commensurate with the ethos of the Duchy of Cornwall. You will be capable of leading the renaissance of the businesses reputation as a real plantsmans centre of excellence.

You are very tactful and totally discrete; organised and systematic; able to build positive working relationships at all levels and have the ability, confidence and gravitas to liaise with senior management of the Duchy of Cornwall.

We require someone with significant demonstrated managerial experience who can lead, motivate and maintain strong team performance. An individual with a high level of competence, business acumen and a commercial outlook.

You will need to have a strong empathy with the objectives of the Duchy of Cornwall and the implementation of the Duchy's policies.