



## **Local Recruitment & Training Co-ordinator**

### **Job Description**

This is a part-time, self-employed role

Hours to suit - £30 per interview (max 1 hour per interview). £30 to organise training, £10 an hour to attend training or £22.50 an hour to run the training.

#### **You will:**

- set up interview time at your house.
- interview potential self-employed gardeners (who will have been qualified by head office) using our existing procedures and provide us with feedback.
- ask the interviewee to complete a plant identification test, ask them a set of 10 standard questions, set a practical trial in your garden and assess their knowledge and methodology.
- provide us with feedback after each interview including; plant ident results, a photo of the gardener completing their trial, and the answers from their interview.
- act as a mentor to provide gardeners with practical experience, working alongside you for up to 4 hours, prior to taking on their own clients. This will ensure they know how to prioritise their time in a garden.
- organise / provide training for the gardeners in your region up to 3 times a year. We will help with ideas on how to run this.

### **Qualities / Skills Required**

You will:

- have experience of working as a self-employed gardener for 5+ years
- have excellent people skills – potential gardeners need to feel relaxed and confident.
- understand the Grayshaw & Yeo ethos of supporting passionate gardeners to becoming professional gardeners and be empathetic to each candidates experience and ambition.
- need to be able to interview potential gardeners in your own home so that you can give each candidate a practical trial.

- have excellent communication skills

Good to have

- Previous experience of interviewing / managing
- Good IT skills
- Training experience or confidence to provide training