



Passport to your Future. 'Your future, your hands'.

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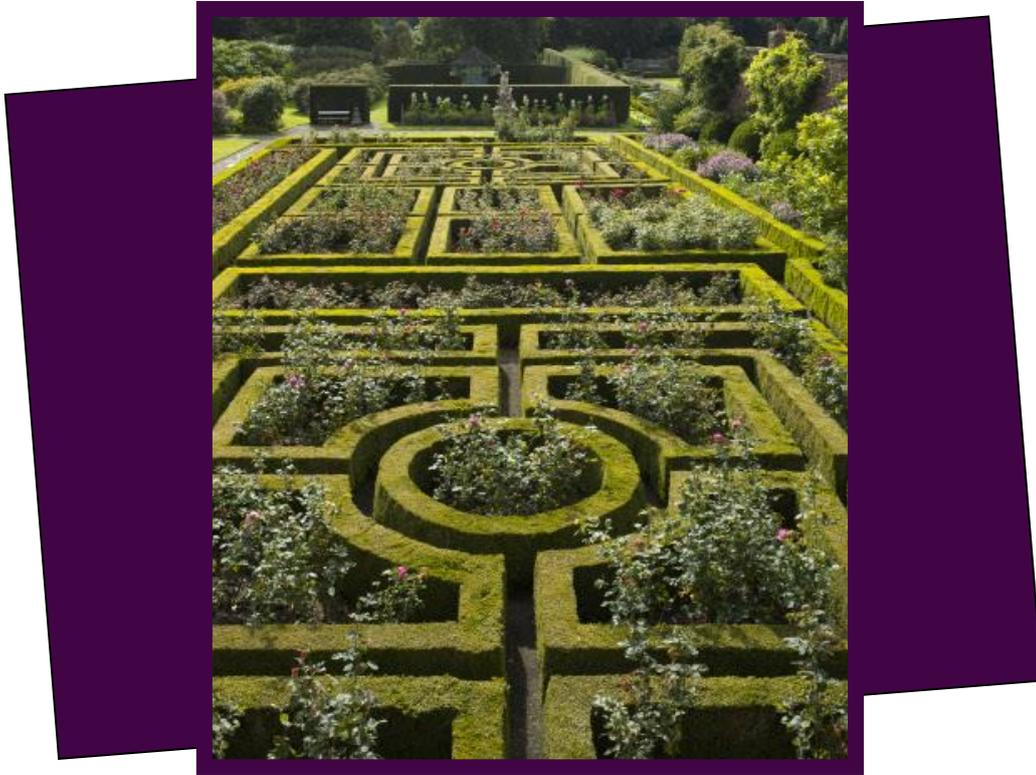
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**Passport to your
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**'Managing Historic
Gardens' Trainee**

**What are we looking for in a Passport
to your Future Trainee at Seaton
Delaval Hall?**

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What are we looking for in a ‘Managing historic gardens’ Trainee and what will you do?

Where will you be working? Seaton Delaval Hall

Who will be your Line Manager? Debbie Crombie

What is the Passport to your Future Project?

We are engaging fifty one people to work at National Trust properties around the country. We will enable the people we take on to gain knowledge, skills and experience in subject areas where there is traditionally a skills shortage, within the Heritage industry.

Our Trainees will learn these skills through a structured training programme called the Heritage Skills Passport.

Presently we are looking for trainees with an interest in following the structured training programme in ‘Managing historic gardens’.

This programme is open to all, but we’d particularly like to hear from you if you have a disability, a lack of formal qualifications, have been long-term unemployed or are from an under-represented ethnic minority group, as this programme is all about breaking down the barriers to enabling people to succeed.

Each placement will last twelve months.

A summary of what you will be doing.

You will be based at Seaton Delaval Hall and you will take a Heritage Skills Passport in ‘Managing historic gardens’. This passport will give you the skills to start a career path as part of a team of professional staff, who care for the National Trust’s gardens and bring the spirit of the historic houses, gardens and landscapes to life. You will learn skills from the expert team based at the property and will join courses run nationally through the Passport to your Future project.

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The skills you will learn in the passport will depend on the opportunities at the property. (See ‘The information you will need before applying to be a Passport to your Future Trainee at Seaton Delaval Hall for more information about the opportunities that this property can provide’).

What you will achieve:

1. Complete a Heritage Skills Passport in ‘Managing historic gardens’.
2. Learn the skills that are in the passport through
 - a. *On-the-job training from line managers, other staff and volunteers at the property and regional or central specialists.*
 - b. *Group training opportunities held nationally through the Passport to your Future Project.*
 - c. *Additional individual training.*
 - d. *Internal and external job-shadowing opportunities.*
 - e. *Resources that will be made available to support your work and development.*
3. You will develop a training plan for the year with your Line Manager which will show how you are going to learn each of the skills in the Heritage Skills Passport.
4. You will create a plan with your Line Manager to show how you are going to develop personally. This will help you develop your self-confidence, help you become a better team player and help you to create good relationships with your team, visitors and the local community amongst other things.
5. You will complete the compulsory and optional skills and units in the Heritage Skills Passport.
6. You will have an action planning meeting with your Line Manager every month, where you will review the skills you have learned in the previous month and set your actions for the next month.
7. You will complete a portfolio to show evidence of how you have learnt each of the skills.
8. You will carry out an individual project which will be a new piece of work for the property and will help us engage with a new audience.
9. You will send a monthly report to the Passport to your Future Manager on your progress.
10. You will become a champion for the work of the National Trust and the Passport to your Future programme, both within your own community and the wider world.
11. You will carry out other tasks that are relevant to the placement.

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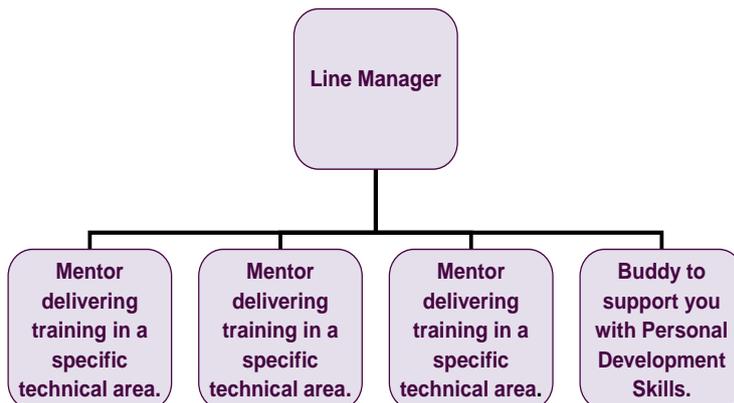
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Your working week will look like this:

- ✓ Half a day a week on the portfolio.
- ✓ One day a week on the Individual project.
- ✓ Three and a half days a week on the learning outcomes for your compulsory and optional units.

Your Line Management and support structure will look like this:-



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What are we looking for in a candidate? (The selection criteria).

- ✓ Somebody that shows passion and enthusiasm for being outdoors and learning the hands on skills needed to look after gardens with a rich history and shows they want to bring the spirit of these places alive for all to enjoy.
- ✓ Somebody that shows a commitment to pursue a career path in looking after heritage gardens and bringing them to life with stories that offer people inspiring, enjoyable and memorable experiences of our places.
- ✓ Somebody that can demonstrate that they will benefit from this experience by:-
 - Describing the benefit that this opportunity will bring to them as a person; how it will help them to build a different future and what impact this will have.
 - Describing how the Passport to your Future Programme will help them do this as opposed to any other opening.
 - Describing how this opportunity will help them reach their potential.
- ✓ The ability and skills to carry out the tasks required. The abilities and skills that are required are:
 - The ability to complete the Heritage Skills Passport; carry out the skills in the passport and work with the mentors to achieve the assessment criteria.
 - Carry out the skills in the passport.
 - Be assessed by:
 - Being observed.
 - Or... Somebody inspecting the product you have produced at the end.
 - Or... Being asked oral questions or written questions.
 - Or... Somebody writing a witness statement.
 - Or... By collecting evidence of how you have achieved each of the skills in such ways as
 - Photos
 - Films



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- Written evidence
 - Take initiative for coordinating the administration required.
- The ability and willingness to understand new concepts and develop knowledge and understanding and to communicate this to others.
- A willingness to work hard to succeed; a commitment and motivation to learn skills during the Passport to your Future year and a commitment to personal development.
- The ability to communicate with others both through the written word and verbally with face to face contact. The potential to be able to gradually develop the confidence to communicate with our visitors.
- The ability to access and interpret information in a written format.
- Willingness to use technology and learn new systems and applications and basic numeracy skills.
- The ability to understand and comply with instructions.
- Able to understand the nature of hazards and take appropriate action and has a positive attitude to Health and Safety and safety and security.
- Shows the potential to be able to develop the skill to respond quickly and under pressure.
- Able to take a certain level of responsibility for themselves and others; manage own time and workload effectively; willingness to think on their feet and have the ability to recognise, analyse and solve a problem.
- Has a friendly approach to working with the public and good presentation standards.
- Potential to work effectively within a team and to contribute to that team.
- Potential to work in a public environment, in and around large groups of people where people ask questions.
- Demonstrates reliability and trustworthiness.
- Shows the potential to develop initiative and plan ahead and is flexible and willing to accept and deal with change.
- Able to take and act on constructive criticism.
- Willingness and the ability to get dirty and work outside 12 months of the year, sometimes in inclement weather.



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- Able to lift heavy things, do physical work and has the dexterity and ability to use tools safely in a garden context.
- Able to follow the National Trust values and behaviours.
- The ability to access the site and move around site and be able to evacuate the historic building safely.
- The ability to access areas of the garden

For further information about this position, please see the document called ‘The information that you need before applying to be a Passport to your Future trainee’.

