# Richard Potts

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DoB: 20/09/81 36 years

# Personal statement

As an experienced greenkeeper with a university education that has focussed on sustainable development, urban renewal and town planning, mathematics and the sciences I am wishing to make a career change to one that better suits my education and ability.

My greenkeeping career started in 2000 and gave me experience of ground works and management, the agronomic industry and machinery/mechanics. The job required maintaining accurate diaries and records, liaising with suppliers, contractors and consultants, providing good customer service and support to patrons and visitors. Other employment has focussed on administrative duties, reconciliation and banking. The position required a high level of accuracy and good communication skills.

I have achieved an education up to level 7 and gained qualifications that include environmental science, mathematics, sustainable management and natural sciences. During my time of study I gained valuable skills in MS Office, literacy and proof reading, research, methodology and organisation.

# Key Skills

* Excellent literacy, numeracy and proof reading skills
* Good working knowledge of Microsoft Office, Windows and other IT systems
* Good written and verbal communication skills
* Experience of sourcing work, providing estimates and quotes, invoicing and double-entry bookkeeping
* Strong science based university education

# Employment History

**Self-employed property maintenance/landscaping** (2007-2009, 2017-present)

* Experience of good customer service, administration duties, bookkeeping, self-assessment returns
* Experience of housing/office renovations, barn conversions, commercial renovations and general hard/soft landscaping
* Jobs sourced from private and commercial customers, property management companies and building contractors
* Proven record of sourcing work, maintaining good customer relations and working alone

**Greenkeeper** (2000-2002, 2004-2007, 2009-2017)

*Plassey GC*

*Vale Royal Abbey GC*

*Wrexham GC*

*Sutton Hall GC*

*Cheshire County Sports Club*

*Upton GC*

*Mollington Grange GC*

* Required to liaise with contractors, consultants and suppliers
* Management and maintenance of large areas of sports turf, woodland and water courses
* Experience of large scale construction/landscaping and preliminary planning and logistics

**Administrative work** (1998-2000, 2003)

Homebase, Chester

*P/T cash office manager*

Philpotts Sandwiches, Head office, Ecclestone, Chester

*P/T office assistant,*

Focus Do It All, Chester

*Cash office manager, relief warehouse manager*, *office assistant*

* Responsible for checkouts, reconciliation, banking, price changes, receiving deliveries
* Experience of maintaining a Sage database
* General administrative duties
* Answering telephones, liaising with suppliers and remote colleagues

# Education

**University of Central Lancashire (Myerscough College, Preston)** *(2015 – 2016)*

Post-graduate certificate (with distinction) Sustainable Golf Course Management (level 7)

* *Golf course policy and strategic planning, agronomic R&D, research methodology and design*
* *Sustainability. Management of performance, quality, budgeting and resource efficiency*

**University of Wales (Glyndwr, Wrexham)** (2011 - 2014)

BSc (Hons) Environmental Science (level 6)

* *Sustainability and resource management, sustainable development, urban renewal*
* *Geographical information systems (GIS), mapping, data handling, report writing*
* *Ecology, habitat and species surveys, conservation biology, cell biology*
* *Analytical chemistry theory and practice (HPLC, FT-IR, SEM, AAS, IR spec, UV/Vis spec)*

**Open University, Milton Keynes** (2002 - 2010)

Diploma Mathematics (level 5)

* *Modelling –statics, dynamics, oscillations, damping, resonance, heat transfer, Lotka-Volterra*
* *Pure – group theory, linear algebra, symmetries, proof, analysis*

Diploma Physical Science (level 5)

* *Predominantly astronomy and earth sciences with an overview of the fundamental physics, chemistry and mathematics involved*

Certificate Astronomy and Planetary Science (level 5)

* *Galaxies and cosmology, astronomy (theory and practice), bodies of the solar system, CCD photometry and spectroscopy*

Certificate Natural Science (level 4)

* *Overview of general sciences… chemistry, physics, biology, quantum physics, solar system etc*

**Queen’s Park High School, Chester** (1998)

General Certificate of Secondary Education (GCSE)

*Mathematics (Level 2)*

*English language (Level 1)*

*Sciences double award (Level 1)*

**West Cheshire College** (2005, 2011)

British Sign Language (level 1)

MOCN Archaeology

MOCN Archaeological techniques

**Short courses**

National Proficiency Testing Council Pesticides PA 1 and 6a

St John’s Ambulance first aid in the work place

Rescue Emergency Care level 2 (first aid course provided by British Mountaineering Council)

C&G PC repair and maintenance

Counter-balance FLT

# Hobbies & Interests

I spend my spare time enjoying the outdoors through hiking, golf, rock climbing and the occasional mountain biking. At home I have an active interest in IT and associated topics, cooking, playing backgammon and researching topics of interest. I have recently taken on an allotment plot in Chester that I hope to use to expand my cooking interests. I enjoy reading about technology, sciences, international affairs, history and heritage, and political agendas.

# References

**Jason Moody (Head greenkeeper)**

Plassey Leisure Park

Eyton

Wrexham

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**John Hall**

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Fox Hall

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(*I regularly received work from Magno Property Limited between 2007 and 2009, and again in 2017 to present*)