

**JOB DESCRIPTION for PARISH WARDEN**

**JOB PURPOSE(s):** This role has three core elements – 1) keeping the parish open spaces safe and well maintained; 2) manage our open spaces through quarterly planning and ensuring contractors are well briefed and managed on site when carrying out works and 3) acting as a troubleshooter to get issues reported to the relevant organisation quickly. It is important the post holder is approachable, personable and willing to help residents/users of open spaces.

**HOURS:** the nature of this role is seasonal and whilst typically 10 hours per week will be require October to March, with additional hours some weeks to enable quarterly planning to be carried out, there will be a need to increase hours up to 15 over the period April to September. These hours can be worked flexibly across each week. A monthly timesheet recording all hours worked will be required.

**Hourly Rate** – the hourly rate for this role is **£10.19**. In addition, the post holder will be eligible to join the Parish Council's Local Government Pension Scheme.

**DUTIES WILL INCLUDE:**

- Inspecting the Council's Play Areas to ensure safety and to act appropriately if problems are discovered (training will be provided)
- Maintaining the Council's recreation facilities to a high standard for public use
- Advising the parish office staff on risks arising from the Council's outdoor spaces and facilities.
- Carrying out small scale manual and gardening tasks, such as cutting back overgrown areas or carrying out small repairs to council equipment.
- Acting as the Council's troubleshooter with regard to environmental matters such as dog fouling, fly tipping, littering, inconsiderate parking, vandalism & graffiti. Regular litter picking is part of this role.
- Working as part of a team with Parish Office staff to prepare, review & manage quarterly plans for open spaces; ensure contractors are provided with accurate work specifications and carry out tasks as agreed.
- Identifying opportunities to improve community open spaces and facilities.
- Being a personable, approachable figure in the community. Being willing to work with other groups and organisations to help improve open spaces, eg organising litter picks or clean-up activities.
- Attending council organised events and aiding at other community activities as required
- Managing the council's datalogger which tracks traffic movements around the parish.
- Reporting issues to other organisations such as Bracknell Forest Council or Thames Valley Police.
- Using Microsoft Office particularly Word, Excel and Outlook. Good mobile technology skills (taking pictures, sharing, updating social media).

**THE SUCCESSFUL CANDIDATE MUST BE ABLE TO DEMONSTRATE KNOWLEDGE/ EXPERIENCE IN THE FOLLOWING:**

- Understanding of risk assessments and mitigation plans
- Understanding of basic use of gardening equipment
- A flexible approach to hours of work and day-to-day duties and responsibilities
- Ability to send emails and attach photographs as evidence of issues
- A good knowledge of the local area
- Able to get around the village on a weekly basis – the parish covers 1300 hectares (approx. 5sqm) although the main focus will be the parks and open spaces that are managed by the Parish Council.
- A can do, will do attitude! The job is varied and additional tasks will be assigned from time to time.

**THE SUCCESSFUL CANDIDATE MAY BE ABLE TO DEMONSTRATE KNOWLEDGE/ EXPERIENCE IN THE FOLLOWING:**

- Experience of planning gardens or other public spaces
- Managing Contractors
- Producing quarterly plans