

# **Southminster Parish Council**

## **Job Description / Advert for a Parish Warden**

**The Parish Warden is responsible to Southminster Parish Council**

**Southminster Parish Council is an equal opportunities employer.**

Southminster Parish Council would like to invite candidates for the role of Parish Warden to undertake light physical duties which will be predominantly outdoors; routine maintenance and conducting inspections, under the direction and management of the Council through the Clerk to the Council.

This is a responsible post covering a range of duties for which the Parish Council is responsible.

### **MAIN DUTIES**

#### King George V Memorial Field

- Regular inspection and maintenance of all areas, including play equipment, playing fields and fencing and other Council property. (Please note mowing of the main field is dealt with by a separate contract).
- Carry out minor improvements when required.
- Empty litter bins.

#### Pavilion Cleaning

- To support the football team(s) in ensuring the Pavilion is kept clean and maintained, including floor areas and toilets.
- Carry out safety inspections and maintenance to the Pavilion.

#### Community Halls 1 & 2

- To support hall users in ensuring the halls are kept clean and maintained, including floor areas and toilets.
- Carry out safety inspections and maintenance to the halls.

#### High Street Toilets and Car Park

- To support users in ensuring the public toilets are kept clean and maintained, including floor areas and toilets.
- To carry out litter picking and weeding to the High Street Car Park.

#### Allotments

- Grass cutting and strimming
- Emptying of trailer, (use of Parish Council tractor).

## Jubilee Woods

- Grass cutting
- Litter picking

## Other Duties

- Report any damage to or unauthorised removal of Parish Council property.
- To be available at short notice to carry out emergency repairs or make safe damaged property when required.
- To improve, clean, maintain and repair other property of the Parish Council, i.e., bus shelters, noticeboards, and seats around the village.
- Empty litter bins, including those situated around the village, also clear dog waste as and when necessary.
- Collection of materials or equipment from local suppliers when required, for which expenses are paid.
- Such other additional duties commensurate with the nature of the role which may be assigned as necessary.

## **THE SUCCESSFUL APPLICANT**

1. A good level of literacy is required, there is some office administration, and weekly inspection checklists to follow and complete.
2. Good interpersonal skills are sought, as the Parish Warden will represent the Parish Council when dealing with hirers of the facilities and local authority agencies.
3. The Parish Warden will be reliable and punctual and will be a primary key holder for the High Street Toilets, Pavilion and King George V Memorial Field ground access, and will have responsibilities for site access and security.
4. The Parish Warden will be able to work on their own initiative, be able to carry out manual duties, be good at DIY and minor repairs, be able to operate machinery and use equipment.
5. A flexible approach would be required as the Parish Warden would be required to respond to (occasional) call outs to the premises in an emergency.
6. The Parish Warden would need to be able to reach the premises in adverse weather conditions.
7. The successful applicant will need to have their own transport and be prepared to convey Parish Council equipment/goods/materials (mileage expenses will be paid).

## **ADDITIONAL INFORMATION**

Hours: To be agreed

Pay: £12 per hour, paid monthly. Monthly time sheets to be submitted.

Probationary Period: Permanent appointment will be confirmed, subject to satisfactorily completing a 3 month trial period commencing 13<sup>th</sup> September 2021.

References: Candidates invited for interview will be required to provide two suitable references.

Interviews will be held week commencing 23<sup>rd</sup> August 2021.

Applicants should apply with a CV and a covering letter explaining why they should be considered for the position to Southminster Parish Council by 13<sup>th</sup> August 2021. Parish Room, Queenborough Road, Southminster, Essex. CM0 7AB

Email: [southminsterpc@yahoo.co.uk](mailto:southminsterpc@yahoo.co.uk)