

January 2020

Re: Conservation Park Warden vacancy – Henley Town Council

Thank you for your interest in the Conservation Park Warden position at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post, and should address how you feel you meet **each aspect** of the person specification criteria.

The closing date for applications is **Friday 21st February 2020 at 1pm.**

It is anticipated that interviews will be held the week beginning 2nd March 2020.

For more information, please contact the Parks Manager, Karl Bishop, on 07736 814119 or email k.bishop@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,



Sheridan Jacklin-Edward CertHE BA(Hons) MA PSLCC
Town Clerk

CONSERVATION PARK WARDEN

Position: Conservation Park Warden	Salary: £23,836 - £27,905 per annum + generous pension
Reports to: Parks Manager	Hours: Full time (37 hours per week) inc. some weekend work
Contract type: Permanent	
<p>About the Council</p> <p>The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.</p> <p>The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.</p> <p>As well as being located next to the river Thames and on the edge of the Chilterns Area of Outstanding Natural Beauty, the Council looks after a number of nature reserves, and we are keen to conserve these areas, promote access and enjoyment of the countryside, and improve the biodiversity of our outside spaces.</p>	
<p>Purpose of the role</p> <p>Park Wardens are responsible for a range of activities that benefit both the natural environment and associated public access and recreation. Their role is to encourage visitors to the town's green spaces, promote awareness of the natural environment, and protect and preserve the green spaces for future enjoyment.</p> <p>This is an exciting opportunity for an experienced, skilled, and qualified conservationist to join our dedicated and community-focussed parks team. The successful candidate will be the Council's lead advocate for conservation, but will split their time between conservation work and supporting the rest of the parks team on the general upkeep of our open spaces, so must also have good all-round grounds maintenance and horticultural skills.</p>	

Duties and responsibilities

Conservation

1. Managing habitats to maintain good conditions for wildlife
2. Raising awareness of environmental conservation through delivering educational activities and engagement with schools and other groups
3. Devising and implementing surveys to monitor wildlife
4. Environmental assessments and field surveys
5. Increase community involvement and participation, including recruiting and supervising volunteers
6. Preparing and delivering conservation management plans
7. Preparing reports advising the Council's committees of conservation considerations

General

1. Provide a friendly and helpful presence at Mill Meadows to assist visitors
2. Issue excess charge notices for overstaying cars and boats
3. Create and maintain grassed areas, including verges
4. Inspect, clean and maintain playground equipment
5. Create and maintain new flower beds and borders
6. Carry out weedkilling, and snow and leaf clearance
7. Litter picking and litter bin emptying
8. Tree pruning and hedge trimming
9. Assisting with maintenance of cemetery and allotments
10. Installing and maintaining street furniture such as signs, bins and benches
11. Assisting with maintaining the Council's buildings
12. Operating and maintaining parks vehicles

Person Specification

Essential

1. Qualified to HND level or above in a conservation or countryside management-related discipline
2. Full, clean UK driving licence
3. Able to work weekends and public holidays (on rota)
4. Physically capable to carry out the jobs listed
5. A good working knowledge of safe working practices
6. A good team player
7. Able to work under own initiative
8. Well-presented
9. Demonstrates keen attention to detail
10. Good IT skills

Desirable (training given)

11. Experience of organizing or working with volunteers
12. Experience preparing reports and other written advice
13. Experience of operating grass cutting machinery
14. Chainsaw qualification (NPTC, LANTRA)
15. Trailer licence

Further details

The hours of work are 37 per week, including weekends (usually 1 in 5) with seasonal variation (i.e. shorter hours in the winter, and longer in the summer).

The Town Council is an equal opportunities employer and committed to good staff welfare. This includes flexible working arrangements and, in line with the Equality Act 2010 s19, applications will be considered from candidates wishing to be considered for part-time only employment, and will be judged on merit.

The Town Council also offers a very generous pension scheme.

The position is based at the Town Council's parks depot, with free car parking and close to local amenities.

For more information or to discuss the position, please contact the Parks Manager, Karl Bishop, on 07736 814119 or email k.bishop@henleytowncouncil.gov.uk.

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