

January 2020

Re: Park Warden vacancy – Henley Town Council

Thank you for your interest in the 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

PARK WARDEN

Position: Park Warden	Salary: £19,544 - £21,166 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>With Henley’s vibrant community and being a busy tourist destination with picturesque surroundings, the Town Council takes pride in going above and beyond to maintain the look and amenity of the town to a very high standard.</p>	
<p>Purpose of the role</p> <p>This is an exciting opportunity for an experienced, skilled, and qualified groundsperson and horticulturalist to join our dedicated and community-focussed parks team, who are responsible for looking after all our outside spaces. The successful candidate will work as part of the team to keep our playgrounds, skatepark and other play areas safe, clean and attractive; carry out work to keep our trees and hedgerows healthy; create and maintain flower beds and borders; assist in maintaining our nature reserves and other conservation work; clear public areas of litter, leaves, snow and ice; assist with looking after our allotments and cemetery; install and maintain fences, signs, and other street furniture; monitor our moorings and car parks; and help with the upkeep of our buildings.</p>	

Duties and responsibilities

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. Interest in horticulture, grounds maintenance, or a related field
2. 1 year's minimum experience in land-based industry
3. Full, clean UK driving licence
4. Able to work weekends and public holidays (on rota)
5. Physically capable to carry out the jobs listed
6. A good working knowledge of safe working practices
7. A good team player
8. Able to work under own initiative
9. Well-presented
10. Demonstrates keen attention to detail

Desirable (training given)

11. NVQ Level 2 or above in a related discipline
12. Experience of operating grass cutting machinery
13. Hard landscape construction experience
14. Knowledge of or interest in conservation and biodiversity
15. Chainsaw qualification (NPTC, LANTRA)
16. Weed spraying qualification (PA1/PA6)
17. 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.

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