



JOB VACANCY

VILLAGE WARDEN

Are you interested in helping to keep Oxenhope clean and green?

The Village Council is looking to recruit a part-time Village Warden to help maintain and improve the local environment.

The post-holder will undertake hands-on actions or report issues that affect the environmental quality of the village and assist with related monitoring and day-to-day Council processes.

- 10 hours per week flexible working over 5 days
- Paid monthly in accordance with NJC SCP Points 13 – 17 starting at £22,627 pro rata (£11.76 per hour)
- In addition to normal bank and public holidays (8 days), you will be entitled to 25 days leave per year (pro rata).

Outline of the role

The Village Warden will report to the Clerk and will on occasion also take direction from the Chair of the Council. The Warden will work to maintain the local environment to a high standard, working independently and mostly self-directed.

The Village Council is responsible for a range of local assets including Marsh Common, the Rose Garden, the Horse Shoe Dam and the Allotments.

The Warden will undertake a range of practical environmental, gardening, maintenance and cleansing duties.

The post-holder will also be responsible for a number of related Council monitoring and management tasks e.g. checking grit bins, floral displays and noticeboards and will assist the lead member with the allotments. The job will be varied, with no two days being the same.

The successful applicant will have good practical skills and good communication skills as they will be interacting with members of the public, Councillors and other organisations. The Village Warden needs to be organised, flexible, able to show initiative and to proactively manage their own workload and priorities. Training will be provided as necessary.

How to apply

The application pack, including an application form and a full job description and person specification, is available from the Village Council's website <https://oxenhopevillagecouncil.gov.uk>

Please contact the Clerk, Janet Foster, at clerk@oxenhopevillagecouncil.gov.uk or telephone 07972 717058 for an informal discussion about the role.

Closing Date for Applications: Midday Friday 11th June 2021.

Interviews will be held week commencing 21st June 2021.