



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

07972 717058

clerk@oxenhopevillagecouncil.gov.uk

VILLAGE WARDEN

JOB SPECIFICATION

POST TITLE: Village Warden

HOURS OF WORK: Monday to Friday, 10 hours/week flexible working over 5 days
There will be an occasional need for some evening and weekend working.
Annualised hours may be considered.

**PURPOSE OF
ROLE:**

To help maintain and improve the local environment by taking appropriate action or reporting any relevant issues that affect the quality of the village and to assist with related monitoring.

REPORTING LINE: Village Clerk

NJC SCP GRADE: SCP 13 - 17 (£11.76 to £12.73 per hour)

HOLIDAYS: 25 days holiday pro rata plus Bank Holidays

CONTACTS: Village Clerk, Village Councillors, Bradford Council staff and Councillors. Members of the public, allotment holders, contractors, suppliers and volunteers.

JOB DESCRIPTION

Overall Responsibilities

The Village Warden will be responsible to the Village Clerk and will work to maintain the local environment to a high standard, working independently and also in conjunction with Bradford Council staff.

The Warden will undertake a range of practical environmental and cleansing duties, such as litter picking, clearing snickets, maintaining hedges and leaf-sweeping.

The post holder will also be responsible for a number of related Council monitoring and management tasks, e.g. relating to grit bins, floral display and noticeboards and will assist when required with the Council's allotments. There will also be a need to assist with events from time to time.

The Warden will liaise with Bradford Council in areas that are Bradford Council's responsibility, for example footpaths, gullies and highways.

Range of duties

1. Develop effective working relationships with service providers such as Bradford Council and other bodies.
2. Work proactively to ensure good practice in waste disposal and reduce littering
3. Develop good working relationships with local residents and act as a point of contact for the reporting of issues or incidents relating to the environmental quality of the village.
4. Monitor and report on performance of statutory services and other contractors, e.g. street cleansing, highways maintenance.
5. Liaise with inspectors, contractors and suppliers to ensure the smooth running of the Village's Council's areas of responsibility.
6. Where appropriate, identify and undertake project work within the scope of the role.
7. Undertake work in the allotments area which may include work on the access road and preparing plots for new tenants.
8. Undertake grass and hedge cutting duties by use of strimmers and small powered machinery.
9. Undertake minor repairs and maintenance tasks including joinery, painting, etc to gates, fences, benches, allotment taps, play equipment and bins.
10. Undertake manual sweeping, including removal of dog fouling, leaves and weeds, gully clearance, empty litter bins in agreement with Bradford Council, litter picking and removal of graffiti (non-chemical applications), gum and fly posting (statutory responsibility for these tasks remains with Bradford Council).
11. Undertake when required weed control activities, adhering to Village Council and health and safety policies and procedures.
12. Maintain allotment sites, recreation areas, footpaths and other open spaces as required by the Village Council.

13. Work with the Village Clerk and the Councillor with responsibility for the allotments to monitor and help maintain the allotment area.
14. During the autumn/winter months, check grit bins and report if they need filling.
15. During the summer months, undertake regular safety checks on floral displays
16. Ensure any village noticeboards are kept up to date.
17. Ensure any tools and equipment supplied are in good working order and tested in accordance with statutory requirements where necessary.
18. Work with the Village Clerk to organise volunteers for one off events and ongoing work on Village Council assets.
19. Assist in the organisation of events and functions.
20. Undertake any other appropriate tasks that may be deemed necessary by the Village Council.

General responsibilities

1. Undertake such duties as may be commensurate with the post role.
2. Attend training courses or seminars as required by the Village Council.
3. Ensure that the Village Council's Health and Safety policy is adhered to at all times and relevant training is undertaken.
4. Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments.
5. Treat any information gathered for the Village Council and any information obtained from the Village Clerk and Village Councillors in strict confidence unless disclosure is authorised, in line with the GDPR and Village Council policies.
6. Demonstrate a commitment to equality and diversity in line with the Village Council's Equality Policy.
7. Ensure the highest standards of customer care are met at all times.
8. Participate in the Village Council's system of performance appraisal.
9. Positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities that enhance the ability to respond appropriately to children, young people and vulnerable adults who may be in need of safeguarding.

Supervision and guidance

The post holder will report to the Village Clerk of the Council. The holder is expected to work on their own initiative and with little supervision.

Supervisory duties

The post holder may need to supervise volunteer groups, e.g. litter pickers.

Range of decision making

The post holder will:

- make day-to-day decisions about incidents such as littering, dog-fouling etc.
- identify hotspots, discover causes and use appropriate powers to take appropriate action to deal with the issue.
- be responsible for the day to day management of their own workload and priorities under the guidance of the Village Clerk.

Equipment and training

The Village Council will supply equipment as necessary, to include any personal protective equipment necessary to ensure health and safety requirements are met and also tools such as litter pickers, hedge clippers etc. All appropriate training will be provided. A uniform may be supplied. The post holder will ideally have access to a vehicle.

PERSON SPECIFICATION

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed as essential are the key requirements. You should pay particular attention to those points and provide evidence of meeting them in your application to have the best chance of being invited for interview.

Attribute	Description	Essential	Desirable
Physical	Capable of coping with and responding to the requirements of the job including outdoor work throughout the year, site clearance, moving of furniture, use of power tools, strimmer, hedge trimmer	X	
Experience	<p>Experience in cleaning and grounds maintenance activities such as hedge cutting, litter picking, street sweeping, use of trimmers and handheld power tools etc.</p> <p>Experience in carrying out minor repairs</p> <p>Awareness of risk assessments, risk management and relevant health and safety issues regarding plant, materials and personnel.</p> <p>Experience in power wash operations and graffiti removal.</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
Skills	<p>Ability to develop relationships with people at all levels in the organisation and amongst the wider public.</p> <p>Ability to work efficiently and effectively under pressure and on own initiative.</p> <p>Willingness to be proactive and positive with a determination to achieve targets.</p> <p>Local knowledge.</p> <p>Ability to represent the council in a positive and professional way.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

<p>Knowledge / Qualifications</p>	<p>Ability to use a computer, particularly emails to communicate with the Village Clerk, Councillors, Bradford Council and residents</p> <p>Commitment to own continuous personal and professional development, willing to undertake any additional required training</p> <p>Full clean driving licence</p>	<p>X</p> <p>X</p>	<p>X</p>
<p>Equality and diversity</p>	<p>Knowledge, awareness and commitment to equality and diversity and the ability to recognise the needs of different people</p>	<p>X</p>	
<p>Other Requirements</p>	<p>Flexible approach to work by responding to the needs of the Council including, at times, requirements to work beyond normal working hours</p> <p>Strong team player, committed to an ethos of continuous improvement and taking pride in their work</p> <p>Proven ability to ensure that deadlines are met and work is prioritised accordingly</p> <p>Flexibility in response to business needs and ability to work irregular hours, as duties will involve working a flexible week</p> <p>Own transport</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>