



Tisbury Parish Council – Job Description

Job Title:	Village Warden	Grade	SCP Range 11-14: £28,142 - £29,540 pro rata (£14.51- £15.31 p/h)
Annual Leave	23 days per annum + 2 statutory days + bank holidays pro rata	Hours Per Week	17 - Monday - Friday (with occasional weekend working)
Reporting To:	Parish Clerk	Working Hours	To be agreed

Main Purpose of Role:

The overall purpose of a Village Warden is to maintain the quality of life in the village and to enhance the resident and visitor experience within the community. As Village Warden you will be a visible presence within the community, interacting with residents, visitors and businesses. You will act as the "eyes and ears" for the Council focusing on maintaining the play areas, car park, High Street and surrounding areas, ensuring they are safe and accessible and you will liaise with Wiltshire Council on the reporting of potholes, blocked drains and gullies and to minimise issues at times of flooding.

Key duties and responsibilities:

1. Inspect, identify and report to the Parish Clerk the need for repair and maintenance of Parish Council buildings, land, property and equipment.
2. Be proactive when presented with graffiti, vandalism or a general untidy appearance across the parish and complete or arrange the necessary removal and cleaning.
3. Undertake minor repair and maintenance tasks and assist the Parish Clerk with maintenance of Parish Council owned equipment and buildings.
4. Carry out formal visual inspections of the play areas including the Skatepark and Community Orchard and report any concerns immediately to the Parish Clerk.
5. Litter pick within the village, playing fields and play areas, including emptying the bins at the play areas and playing fields and in the Stubbles area.
6. Keep the village War Memorial in good visual condition.
7. Spreading salt in key pedestrian areas during icy weather.
8. Support the delivery of Parish Council events.
9. Ensure safe deliveries of items ordered by the Parish Council eg equipment, materials.
10. Ensure equipment used is maintained, fit for purpose and checked before use.
11. Ensure all Personal Protective Equipment (PPE) is worn and risk assessments for all activities are followed.
12. Ensure all Health and Safety guidance is adhered to including manual handling.
13. Carry out a quarterly parish Asset Inspection with the Parish Clerk.
14. Work with the Parish Clerk in reviewing the Risk Assessments annually or when required.

15. Monitor the Council's maintenance and grass cutting contractors, reporting back to the Clerk as and when necessary.
16. Be responsible for the day-to-day management of their workload, working on their own initiative and with little supervision, following the lone worker policy guidelines.
17. Ensure understanding, compliance and co-operation with the policies, procedures, plans and any other directives of the Parish Council.

Example Tasks Weekly

- a. Check the parish defibrillator and report any issues to the Parish Clerk.
- b. Carry out formal visual inspections of play area equipment and clean equipment as necessary.
- c. Litter pick the play areas, playing fields and empty all parish litter bins (frequency will depend on the time of year).
- d. Litter pick within the village.
- e. Remove any graffiti and report any damage to the Parish Clerk.
- f. Ensure that the dog bag dispensers throughout the village are checked and filled.
- g. In the summer months water village planters in The Square and at the Public Toilets.
- h. In the summer months strim/cut back overgrown vegetation around entrance gates in play areas and remove weeds along the High Street and in the Car Park.
- i. Spread salt on key pavements and in the car park when conditions are icy.
- j. Report any environmental issues in a timely manner to the Parish Clerk.
- k. Complete a weekly time/task sheets.

Example Tasks Monthly

- a. Review the condition of the playing fields and surrounding trees each month and after periods of windy weather.
- b. Ensure the parish noticeboards are kept up-to-date and tidy.
- c. Check the village Speed Indicator Device and be responsible for moving it between agreed locations as identified by the Parish Clerk.
- d. Check salt grit bins and arrange for them to be re-filled as necessary.

Example Tasks as Required

- a. Undertake minor repair and maintenance tasks as directed such as the installation of signage, gutter clearance, minor repairs to the play area gates, village noticeboards and the cleaning of village benches.
- b. Act as the Village Flood Warden at times of high river levels by:
 - monitoring river levels and alerting local residents of any flood alerts and warnings in place
 - setting up road closure signs and liaising with the Parish Stewards on highway issues
 - providing on the ground updates to Tisbury and West Tisbury Parish Councils and the Environment Agency during a flood
- c. Support the delivery of Parish Council events and activities and set up equipment and furniture where necessary. Occasional evening and weekend working may be required.
- d. Undertake any other appropriate tasks which may be deemed necessary by the Parish Council and/or Parish Clerk.

Equipment and Training

The Parish Council will supply equipment as necessary, including any personal protective equipment and ensure health and safety requirements are met. The Parish Council will provide tools as required. All appropriate training will be provided.

**TISBURY PARISH COUNCIL
PARISH WARDEN – PERSON SPECIFICATION**

	Essential	Desirable
Qualifications		
Good general education	Yes	
Full Driving Licence	Yes	
RPII Outdoor Operational Inspector (EN1176 playground Equipment Standard)		Yes
Relevant competence certificates to operate machinery and landscaping tasks eg, strimmer, brush cutter		Yes
First-Aid Certificate		Yes
Chapter 8 NRSWA 002 Signing, Lighting and Guarding		Yes
Street Works Card (CSCS Card Holder)		Yes
Knowledge, Skills & Experience		
Good written and oral communication skills		Yes
Basic knowledge of Microsoft systems – particularly Outlook	Yes	
Experience of outdoor manual works	Yes	
Experience of working in a public facing role	Yes	
Experience of carrying out minor maintenance tasks with the use of hand and power tools	Yes	
Ability to work without direct supervision	Yes	
Knowledge of local authority functions		Yes
Knowledge of Health & Safety requirements and safe working practices; including following risk assessments and method statements	Yes	
Local knowledge of Tisbury		Yes
Ability to work collaboratively & flexibly as part of a team	Yes	
Ability to deal with people, including the public & work colleagues in a professional, friendly and helpful manner	Yes	
Physically able to carry out the manual duties required and to cope with outdoor working throughout the year	Yes	