

Are you our new Parish Worker?



About the Role

We are seeking a reliable and trustworthy individual to join our team as Parish Worker. You will be a team player, able to work collaboratively but also on your own initiative within the known policies of the council. You must be willing to work flexible hours to meet the demands of the services the council provides.

You will be taking care of all aspects of grounds maintenance of the council's owned and leased green spaces as well as fulfilling contracts on behalf of Nottinghamshire County Council.

You will be demonstrating good customer care skills to promote the work of the Parish Council in a positive way and be sympathetic when dealing with the bereaved.

You need to have basic literacy skills to complete and understand essential documentation and you should have a full clean driving licence.

You will prepare rooms for hire, which will involve moving furniture, and pack them down afterwards.

We will provide all the necessary training and support to enable you to excel in the role.

Job Description

Hours of Work

This a part time role for 16 hours per week.

Your normal working week will be Monday to Wednesday but you will be expected to liaise and work as part of the team of Parish Workers and the Caretaker to ensure cover and continuity of service..

We will agree the detailed core working hours with the successful candidate which will include digging to facilitate the interment of cremated remains and supervising burials.

Salary

The role is graded as on the Parish Worker Scale. The annual pay of £7,575 represents an hourly pay of £9.08 based on 16 hours per week.

Pension

You will have opportunity to join the Clipstone Parish Council pension scheme.

Holidays

You will receive 28 days annual leave, inclusive of all bank and public holidays (pro-rata).

Title:	Parish Worker
Reports to:	Senior Parish Worker
Location:	Clipstone - based at the Village Hall and any other Clipstone Parish Council managed buildings.
Salary:	£7,575 p.a.

Duties:

Principal Duties and Responsibilities:

- a) The role in relation to residents:
To maintain the communal areas of the Village owned or managed by the Parish Council to the highest standards thus enhancing the physical environment.
- b) The role in relation to visitors to the Cemetery:
To open and close the Cemetery in accordance with published opening times.

To liaise and provide general support to families (and their appointed agents) using the Cemetery, demonstrating high levels of sensitivity and customer care to those experiencing the loss of a loved one.
- c) The role in relation to the Village Hall:

To ensure security of the Village Hall at all times and in particular be responsible for the organisation of access to the communal facilities and ensure that groups booking the facilities are afforded the highest level of service to preserve and enhance the reputation of the Parish Council.
- d) The role in relation to other staff:

The Parish Clerk will be the first point of contact and the senior member of staff on site; although you will be expected to work closely you must exercise a high level of individual initiative within the Council's stated policies and guidelines.

To liaise and work as part of the team of Parish Workers to ensure cover and continuity of service.

In particular to:

1. Maintain security and safety of the Council buildings and external communal areas by periodic inspections and taking appropriate action to minimise risk of injury to users.
2. Maintain a log of inspections, hazards identified and actions taken.
3. Ensure Village Hall is prepared for use by all groups and cleaned afterwards where necessary.
4. To liaise with the Parish Clerk regarding cover and issues in the Village.
5. To ensure that the Village Hall and other Parish buildings are kept tidy and free from litter and hazards, including car parking areas, footpaths, dustbin areas, and all internal communal areas.
6. To ensure that all planted and grassed areas are kept free from litter, along with periodic mowing and strimming of designated areas. Grass cuttings to be collected and removed or blown away from footpaths to minimise risk to residents and the public.
7. To carry out minor repairs or cyclical maintenance as instructed.
8. To replace light bulbs to common areas as and when necessary; to carry out periodic checks on lighting.
9. To ensure wherever possible equipment and property owned by the Parish Council is not misused; and stored appropriately and securely, and is kept clean and in good condition.
10. To report any obvious defects or damage, or defects pointed out by a resident or user to the Parish Clerk, and where necessary arrange access for contractors.
11. To deal with call outs by the emergency services in relation to fire alarms and vandalism etc, and to identify and report incidents of crime.
12. To report all incidents and 'near-misses' in an 'Accident Book' for inspection.
13. To carry out health and safety checks and to ensure that appropriate records are kept.
14. To act at all times in the interest of the Parish Council, ensuring the highest standards of performance; meeting all necessary deadlines.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

The specification below is how we work out if you are the right person for the job and is used to determine if you will get an interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training detailed in the Education and Training section if you do not have it. These criteria are assessed through the application form and at interview.

Criterion	Essential Requirements	Desirable Requirements
<i>Education & Training</i>	• Willing to undertake training as required. • GCSE English and Maths at grade C/4 or equivalent	• First Aid Training • Health and safety training
<i>Skills</i>	• Good verbal communication skills • Proven basic DIY skills • Ability to set up and pack down rooms, including moving furniture.	
<i>Knowledge</i>	• Awareness of safe working practices • Knowledge of plant and tree care	• Knowledge of Clipstone • COSHH Awareness
<i>Experience</i>	• Using a variety of ground maintenance machinery such as mowers and strimmers • Undertaking routine building maintenance/repairs • Customer care	
<i>Personal/Other</i>	• Own transport between sites • Full clean driving licence • Reliable and trustworthy • Self-motivated and able to act at own initiative • Flexible approach to work with ability to work evenings and weekends by arrangement • Empathetic	• Resident to Clipstone or within a 3 mile radius

Ready to apply?

Excellent, we're glad you want to apply and we want to make it as simple as possible. All you need to do is download the application form from the website below, fill it in and e-mail it to:

clerk@clipstoneparishcouncil.org

Alternatively, you can submit a paper copy by posting it to:

Clipstone Parish Clerk

The Village Hall

Church Road

Clipstone Village

Mansfield

Notts

NG21 9DF

Please do note that the Council will only consider CVs if accompanied by a completed application form.

The deadline for applications is 23/05/2021

Interviews are planned for Tuesday, 01 June 2021.

To download the application form please visit:

<https://clipstoneparishcouncil.org/>