

Epping Upland Parish Council



AMENITIES WARDEN

This is a new position created to assist the Parish Clerk in ensuring that the Council's amenities are kept to a good standard for the benefit of residents and visitors, and complements the role of the Handyman.

It is anticipated that there will be an initial requirement for an average of 1 hour per week but this is seasonally dependent and subject to review. The post holder will work on a self-employed basis, submitting invoices for payment, and is responsible for ensuring that relevant payments are made to HMRC. Indemnity insurance is required; the Council can assist with this if necessary.

Fees: £10 per hour plus materials as appropriate.

Further details are available from the Parish Clerk, Mrs Val Evans,
01992 579870 eppinguplandpc@gmail.com c/o 11 The Magpies Epping Green CM16 6QG

Application is to be made by letter (send to the address above) setting out your experience and qualities for the position. The names and addresses of 2 people are required for references.

Closing Date: Friday 22 February 2019 (midnight) Interviews: during the week of 4 March 2019

Job Description

Reports to the Clerk to the Council (Parish Clerk)

Purpose

To assist the Parish Clerk with the monitoring and upkeep of the Council's amenities eg Allotments, Burial Ground, Bus Shelter, Millennium Garden, Noticeboards, Playground, Village Green

Main Duties

- Visual checks and basic maintenance of Allotments, Burial Ground and Village Green; expected to be carried out on a rotational basis: weekly March to October, fortnightly November to February
- Update of Parish Noticeboards (currently 3) with statutory notices and other parish related information
- Cover for the Handyman eg Playground checking
- Assist with simple equipment maintenance and grounds maintenance if required

Person Specification

Previous direct experience not necessary as some training will be given but the following attributes are required -

- ✓ Willingness to learn
- ✓ Interest in the Parish
- ✓ Enjoys the outdoors
- ✓ Awareness of Health & Safety
- ✓ Used to dealing with people
- ✓ Generally good health
- ✓ Reasonable level of physical fitness
- ✓ Access to email and telephone
- ✓ Car driver