



Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire, HP22 6DU

01296 623056 | clerk@wendover-pc.gov.uk

Post Title: Estates and Grounds person
Department: Estates and Grounds Team
Accountable to: Parish Clerk, working closely with Senior Estates and Grounds Staff and the Estates and Events Manager

Hours: Full time (37 hours per week) - Expected to be worked over 5 days from Mon to Fri (inc) This role requires working a 2-4 hour shift on alternate weekends to be included in those 37 hours.

Grade: Based on NJC Scales points 8-13 (starting on £25,992)

Council Vision, Mission and Values

The job role is key to the Council delivering on its Vision Mission and Values as set out below:

Vision

Wendover is a thriving market town in which people want to live, trade and visit

Mission



Develop Community

- Represent the community in our views and actions
- be welcoming across all groups of society, visitors, new residents and new businesses
- install an ongoing sense of community for all those who reside or work in the parish
- work in partnership with neighbouring parishes and community groups



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Enhance the environment

- address challenges resulting from climate change in all that we do
- preserve the heritage (buildings, way of life) and facilities (open spaces, infrastructure)
- encourage & support everyone to play their part
- mitigate the impact of HS2 wherever possible

Promote Prosperity

- support the people who reside, work & visit the Parish
- Install a sense of pride in all that we are
- Protect and enhance services to the community

Wendover Parish Council Core Values

- **Respectful**
We value each other & those we work with, nurturing a culture of tolerance & honouring the opinions of others.
- **Collaborative**
We embrace ideas and work with many partners and associations to ensure we succeed.
- **Transparent**
We are accountable and responsible for all that we do.
- **Welcoming**
We strive to embrace diversity in all that we do, with whomever we serve and partner with.
- **Flexible**
We recognise the world changes, and we strive to adapt accordingly.

Job Purpose

To support the Council to deliver on its vision and mission by taking the lead on maintaining and supporting the development of the council's spaces and property.

Detailed Description

Develop Community

1. To assist with maintaining public spaces so they are accessible and safe to use, including (but not exclusively):
 - Maintaining fences, benches paths and tables where appropriate
 - Maintaining hedges and trees, and reporting hedges and trees not owned by the Parish Council that need cutting or clearing
 - Mowing grass
 - Inspecting play areas and making repairs where possible
 - Removing graffiti and repairs to vandalism
 - Develop and maintain accessibility to the public spaces
 - To recommend when specialist contractors should be used



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2. To support events run by WPC and other community groups, where requested by WPC, this includes (but is not exclusive to):
 - Weekly markets
 - Local Produce Market
 - Christmas events
 - Stalls on the Manor Waste
 - Annual Parish Meeting

Enhance Environment

3. To collect and control litter on Wendover Parish Council (WPC) land
4. To assist with the maintenance of WPC property and equipment within the scope of their skills and equipment and recommend when specialist contractors should be used
 - Where maintenance is contracted out, the postholder will:
 - support the office staff in obtaining quotes for the work and advising on the appropriate contractor.
 - Assist and supervise contractors undertaking work on to ensure they complete the work required and comply with Health and Safety requirement
5. To ensure grounds work follows best practice for the management and maintenance of healthy eco systems, including (but not exclusively):
 - Timing of hedge and grass cutting
 - Developing wildflower areas and sympathetic planting of trees and plants
 - Building and maintaining water collection systems for allotment holders
 - Maintaining nature areas such as the Hampden Pond
 - Watering plants and trees according to their needs and seasonal weather
6. Support the Council with initiatives that reduce the carbon footprint of the Council and Wendover

Promote prosperity

7. To positively engage with Councillors in planning for the development of WPC properties, land and public spaces

Functioning Council

8. To attend meetings as required
9. Follow all reasonable measures set out by H&S policies and legislation including (but not exclusively):
 - Ensuring all paperwork is completed in a timely fashion
 - Reporting issues promptly
 - Undertaking training when due
10. Assess additional training and support for the role
11. Contribute to the development and organisation of systems/procedures/policies
12. To support and respect the process of working with elected officers working with public money
13. To undertake such other duties as may be required by the Clerk and which are reasonably consistent with the duties, grading and character of the post.



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REQUIREMENTS

The candidate is required to embrace the council's values

- Respectful
- Collaborative
- Transparent
- Welcoming
- Flexible

And be able to work with an elected leadership team

A good, appointable candidate will have:

- An interest in grounds work and/or estate maintenance.
- A solid work ethic and to be prepared to work outside in all conditions.
- Flexibility to work on multiple different jobs during the work week.
- A willingness to learn and grow
- The ability to deal diplomatically with a wide range of people, including staff, volunteers and members of the public.
- A good level of fitness and ability to carry out the duties required.
- Ability to use initiative and to work without supervision
- A Reasonable level of literacy and numeracy
- Agreement to undergo a medical examination and share medical issues that would impact on the performance of the role

An ideal candidate will also have:

- Awareness of the use of tools, equipment, and vehicles involved in grounds work and estate management
- The ability to assist with repairs safely and effectively, to equipment and facilities, and recognise when to recommend specialist contractors
- Awareness of equal opportunities
- A background in gardening and/or estates management
- First aid, P1/P6 and or health and safety qualifications.
- Reasonable level of literacy and numeracy

Interested?

We strongly encourage you to arrange an informal chat and site visit to see the role in action.

How to Apply:

Please submit a CV and cover letter explaining why you want this job and how you meet the job description.

Send your application by email or post to:

EMAIL: clerk@wendover-pc.gov.uk

POST: The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire, HP22 6DU