



# Bracknell Town Council

*The Town Council manages 250 acres of recreational space, sports and play facilities within central Bracknell.*

## Join our Parks Team

**Part-time  
(mainly afternoons and weekends)**

**£13,032 starting salary for 24 hours per week  
Additional hours may be available  
Plus pension scheme**

*As a Career Average Revalued Earnings (CARE), Defined Benefit (DB) pension scheme, the LGPS is considered to be one of the best pension schemes in the country. Bracknell Town Council currently contribute 24% of salary into the pension scheme each month.*

Working across the whole of the Bracknell Town area you will:

- Help to maintain a good relationship with the public using Bracknell Town Council's land and buildings
- Work closely with partner organisations and members of the public to address and educate on such issues as dog fouling, graffiti, fly-tipping, littering, and fishing
- Promote a good environment
- Work with young people to foster respect for the environment
- Collect and provide witness evidence if required
- Carry out risk assessments as required
- Support the grounds team with litter picking and emptying of bins when required
- Must hold a valid UK driving licence as driving is essential. A suitable vehicle will be provided

You will have excellent customer service skills and the confidence to deal with difficult people / situations. You will be used to working outdoors and with a passion for the environment. Training will be available. You must be willing to work variable and flexible hours including some evenings and weekends.

For further information and an Application Form (CVs on their own are not accepted) please e-mail [clerk@bracknelltowncouncil.gov.uk](mailto:clerk@bracknelltowncouncil.gov.uk) or download the documents from <https://bracknelltowncouncil.gov.uk>

**Closing Date: Midnight 31<sup>st</sup> January 2022**

*If you have not heard from the Town Council by Monday 14<sup>th</sup> February you should assume your application has not been successful.*

# Environment Warden

|                         |   |
|-------------------------|---|
| <b>Employer:</b>        | Bracknell Town Council                                |
| <b>Reference:</b>       | EW  |
| <b>Starting Salary:</b> | £13,032.60 for 24 hours per week on NJC Scale Point 7 |
| <b>Hours:</b>           | 24 hours per week mainly afternoons and weekends      |
| <b>Contract:</b>        | Permanent   |
| <b>Working pattern:</b> | Part Time - flexible                                  |
| <b>Location:</b>        | Bracknell   |
| <b>Closing date:</b>    | Midnight 31 <sup>st</sup> January 2022                |

Bracknell Town Council is responsible for the management and maintenance of recreational facilities across Bracknell Town. Bracknell Town Council is the largest of the six Parish Councils within Bracknell Forest.

Working as part of the Council's staff team you will help to ensure the Council's land and buildings across the whole of the Bracknell Town area are in good order for the use and enjoyment of the public. Occasional work in other areas of Bracknell Forest may be required. Driving is an essential part of the role. A full UK driving licence is required. A suitable vehicle will be provided.

This is an interesting and varied role working closely with members of the public to address and educate on such issues as dog fouling, graffiti, fly-tipping, littering, inconsiderate parking and fishing etc. Following appropriate training you may be required to provide witness evidence.

The ideal candidate for this position will be fit, used to working outdoors, with excellent customer service skills and a passion for the environment. Candidates must be willing to work variable flexible hours including evenings and weekends to meet the needs of the job.

For an informal discussion please contact Ollie Cichy, Environment Warden, on email [environment.warden@bracknelltowncouncil.gov.uk](mailto:environment.warden@bracknelltowncouncil.gov.uk)

*Please read the Application Pack fully before applying for this job. It contains information you will need to refer to when applying. Not referring to this information is likely to reduce your chances of success.*

## Application Information

An application form and equal opportunities form may be obtained from, and returned to, [clerk@bracknelltowncouncil.gov.uk](mailto:clerk@bracknelltowncouncil.gov.uk), hard copies should be sent to Bracknell Town Council, 54 High Street, Bracknell RG12 1LL to arrive by the closing date. Late applications will not be considered.

## Additional Information

- Information Pack
- Application Form
- Equal Opportunities Form

If you would like a hard copy application pack, please ring 01344 420079 or e-mail [enquiries@bracknelltowncouncil.gov.uk](mailto:enquiries@bracknelltowncouncil.gov.uk) giving the Job Reference EW.

## APPLYING TO WORK FOR - BRACKNELL TOWN COUNCIL

**This job is with Bracknell Town Council.** To find out more about Bracknell Town Council visit the website at [www.bracknelltowncouncil.gov.uk](http://www.bracknelltowncouncil.gov.uk)

Thank you for responding to the Town Council's advertisement. We hope that you find this Recruitment Information helpful and that it assists you in deciding to apply for the post.

The information is arranged as follows:-

- Job Description
- Further information about the role
- Person specification
- Key terms and conditions of employment
- Application Form
- Equal Opportunities Monitoring Form

All applicants must complete an Application and Equal Opportunities Monitoring Form. **CVs on their own will not be considered.** You can request a full application pack from [enquiries@bracknelltowncouncil.gov.uk](mailto:enquiries@bracknelltowncouncil.gov.uk) or by ringing 01344 420079

*Please note that this Recruitment Information (application pack) will not constitute a part of any subsequent contract of employment.*

If you have a disability and would like us to make any special arrangements concerning completing the application form or attending for interview please let us know.

Please return your Application Form and Equal Opportunities form to the address below or e-mail to [enquiries@bracknelltowncouncil.gov.uk](mailto:enquiries@bracknelltowncouncil.gov.uk)

Bracknell Town Council  
Brooke House  
54 High Street  
Bracknell  
Berkshire  
RG12 1LL

Tel: 01344 420079  
Fax: 01344 424015

### **Attending for Interview**

Candidates attending for interview will be expected to bring proof of any qualifications claimed and proof that they have permission to work in the UK. Candidates may be required to undertake a test at interview to determine their suitability for the role.

# Job Description

|                                |  |
|--------------------------------|--|
| <b>JOB TITLE:</b>              | <b>Environment Warden (Part Time 24 hours)</b> |
| <b>DEPARTMENT:</b>             | <b>Parks Team</b>                              |
| <b>JOB HOLDER:</b>             | Final Version                                  |
| <b>REPORTS TO (JOB TITLE):</b> | <b>Recreational Facilities Manager</b>         |

## **JOB PURPOSE**

*Summary, in one or two sentences, of the unique contribution this job makes to the organisation's purpose*

To act as one of the Council's trouble-shooters with regard to environmental matters.

To educate the public on environmental issues.

To work as part of a team to maintain the Town Council's facilities in order to present an attractive, welcoming and safe environment for members of the public, service users and staff.

To act as a primary point of contact in relation to environmental issues such as dog fouling, fly-tipping, littering, and fishing, vandalism and graffiti.

To Promote Community focus.

To have a high visibility presence within the Bracknell Town Council's recreational areas.

To provide cover for other Environment Wardens, caretaking as required.

To work in Partnership with Bracknell Forest Council, Thames Valley Police, Local Schools, Braybrooke Fishing & Nature Club, The Environment Agency and any other partnerships as required.

To work with the Recreational Facilities Manager to ensure the Play Areas are maintained to a high standard

## **DIMENSIONS**

*Numerical facts and figures relevant to the scale and degree of activity*

**Other:** Work will take place at all of Bracknell Town Council's sites.

The post-holder will have shared use of a company vehicle during working hours.

## **CONTEXT**

*This briefly sets out the necessary background to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation*

As directed by the Recreational Facilities Manager the Environment Warden will help to maintain the safety of all the Council's facilities.

The Environment Warden will provide advice to members of the public.

The Environment Warden works principally on their own (lone working).

The Environment Wardens are the primary point of contact with the office in relation to environment issues

The job is not routine, different tasks will be required according to the problems arising.

The Environment Warden may be 'hired out' to other local parishes to deal with environmental issues on their behalf.

The Environment Warden works primarily outdoors all day, sometimes in inclement weather. Appropriate PPE will be issued.

The job will require flexible working with some evening and weekend working as well as early starts.

The Environment Warden will be involved in Event planning and delivery.

Working will be across a flexible 7 day working pattern.

The Environment Warden will attend Council meetings as and when required to report on Environmental matters.

The Environment Warden will carry out risk assessments as and when required.

To carry out presentations to schools and partnership groups

**ACCOUNTABILITIES**

*A list of 6 – 8 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.*

- Achieve a noticeable presence on Town Council land and facilities
- Work in partnership with the police and local organisations
- Complete all tasks to a high standard
- Utilise vehicle and any specialist equipment competently
- Liaise with staff and service users / members of the public in a professional manner
- Conduct site inspections
- Work in accordance with the Council's Code of Conduct for staff
- Comply with the Council's Health and safety requirements to achieve a safe working environment for staff and service users
- Record hours worked in order to complete timesheets
- Keep comprehensive records of issues and incidents dealt with

**KEY PERFORMANCE INDICATORS**

- Postholder becomes well known to local community
- Postholder is seen as a respected partner
- No complaints received from manager / public regarding the quality of the work completed
- Any notices are issued in accordance with legal requirements
- No incidences of failure to utilise vehicle and specialist equipment competently.
- No complaints regarding attitude to staff members or the public
- All site inspections are conducted on time
- No breaches of the Code of Conduct
- No incidences of failure to comply with health and safety requirements
- Timesheets correctly completed and delivered to the office on time.
- Record of incidents and issues up to date

**CHALLENGE & CREATIVITY / DECISION-MAKING**

*A summary description of the 3 – 4 main decisions and challenges that the jobholder will face in carrying out the accountabilities of this job.*

Task prioritisation - daily

Risk assessment - daily

Problem solving - daily

Reporting and recording incidents - daily

Dealing with members of the public - daily

Learning new skills – occasional

**KNOWLEDGE, SKILLS & EXPERIENCE**

*What skills, qualifications and experience are **necessary** for full and effective performance?*

Experience of dealing with members of the public in difficult / sensitive situations

Experience of working with children and young people

Experience of self prioritisation and working alone

Good level of fitness

Some knowledge of the law in relation to environmental issues

Common sense practical skills

Knowledge and understanding of safe working practices

Basic computer skills using word and excel

Full driving licence

**COMPETENCIES**

*The behaviours that must be demonstrated in the job.*

Excellent communication and customer service skills

Confidence to deal with unusual / difficult situations / people

Responsible attitude to health and safety

Flexibility across tasks / locations with 'can-do' attitude

# Bracknell Town Council - Environment Warden

## Further information about the role.

The work of the Environment Wardens is much valued locally. They work with a number of others in and around the town in ensuring a nice environment for residents.

The Council has two Environment Wardens, the reasons for this are:

- To provide cover for each other's' holidays and sickness (it is important to maintain the presence of the Environment Warden)
- To provide support when more than one person is required
- To provide cover if one Warden is working on contract elsewhere e.g. for a neighbouring Parish
- To ensure that the Wardens can have time off at the weekend

The post advertised is for 24 hours per week.

The post-holder will be expected to work flexibly, including evenings and weekends, according to need, to cover for the required tasks and shifts. It is not anticipated that there will be a set working pattern each week.

It is essential when applying for this role that you are confident that you have the flexibility to cope with this pattern of working and can work additional hours up to a maximum of 37 hours per week if requested to do so. All additional hours are paid at the same hourly rate as the 24 hours; there are no enhancements or overtime for weekends. No additional hours are guaranteed.

If you are successful and are awarded an interview, please come prepared to discuss the hours and patterns of working that would suit you.

Thank you.

# ENVIRONMENT WARDEN

## PERSON SPECIFICATION

*These are the criteria which will be used for short-listing and selection for the post. Candidates need to demonstrate that they can meet a majority of these. Please use the application form to demonstrate how you meet the person specification. Experience may have been gained in a paid or voluntary capacity.*

### **Skills and Experience:**

Experience of dealing with members of the public in difficult / sensitive situations

Experience of working with children and young people and of customer service

Experience of working outdoors

Excellent communication skills – approachable

Good written communication and numeracy skills

Confident computer user

Excellent telephone manner

Good practical skills

### **Knowledge:**

Working knowledge of the law with regard to dogs, parking, anti social behaviour, fishing etc.

General knowledge and understanding of safe working practices, with a responsible attitude to health and safety

Local knowledge of the Bracknell Forest area

### **Other:**

A commitment to equal opportunities and anti-discriminatory practice – non judgemental attitude

Confidence and ability to work with minimal supervision and self prioritise

Commitment to the environment

Good levels of health and general fitness

Ability to work outside in all weather conditions

Willingness and ability to work flexibly including evenings and weekends

‘Can-do’ attitude

Willingness to undertake training

Practical common-sense approach to problem solving

Full driving licence is essential

## Bracknell Town Council

### SUMMARY OF TERMS AND CONDITIONS – Environment Warden

|                             |  |
|-----------------------------|--|
| <b>Remuneration</b>         | Starting £13,032. for 24 hours per week on NJC Scale Point 7.  |
| <b>Payment of Salary</b>    | Paid monthly to your bank on the last Thursday of the month.   |
| <b>Pension</b>              | Membership of the Local Government Pension Scheme (LGPS) is based on a Career Average Revalued Earnings (CARE) basis. This means that your pension earned each year is based on your actual pensionable pay received in each scheme year (1 <sup>st</sup> April to 31 March). Enrolment is automatic unless the employee wishes to opt out. More details can be obtained from the Town Clerk. Bracknell Town Council employer contributions are currently 24% of salary. |
| <b>Medical</b>              | You will be asked to complete a medical health questionnaire.  |
| <b>Hours</b>                | A minimum of 24 hours per week up to a maximum of 37 hours per week. Days and hours of work will vary according to the requirements of the job. Weekend and evening working will be required (see information pack for details).   |
| <b>Location</b>             | The Environment Warden will be based at a site in Bracknell.   |
| <b>Sickness</b>             | National Joint Council conditions apply.   |
| <b>Annual Leave</b>         | 21 working days plus statutory Bank Holidays and 2 'additional statutory' days pro rata to the hours worked. After 5 years service Annual Leave increases to 25 working days plus statutory Bank Holidays and 2 'additional statutory' days pro rata.  |
| <b>Probationary Period</b>  | The post is subject to a probationary period of 26 weeks.  |
| <b>Notice</b>               | During the probationary period either party may give one weeks notice. Thereafter the employee is required to give notice in accordance with their contract of employment.   |
| <b>Smoking</b>              | In accordance with current legislation smoking is not permitted on Council premises, in Council vehicles or whilst on Council business. Staff must not be seen in public smoking whilst wearing Council uniform.   |
| <b>Car Parking</b>          | Free parking is available at most Bracknell Town Council sites, however the Council takes no responsibility for cars parked in public car parks.   |
| <b>Vehicle</b>              | A Council vehicle is provided. The vehicle will not be available for private use.  |
| <b>Offers of Employment</b> | All offers of employment are subject to receipt of two satisfactory references. Candidates must satisfy Council that they are eligible to work in the UK.  |
| <b>Police Check</b>         | Bracknell Town Council will require the postholder to undertake a check through the Criminal Records Bureau.   |