



## **Candidate Pack for Maintenance Operative (Part-Time)**

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### **Overview**

Nestled in the middle of the Shropshire Hills, Church Stretton is a market town with a population of 4,600.

As well as being steeped in history the town has a long association as a centre for walking holidays in the hills, along the Long Mynd and Cardingmill Valley.

Its diverse and vibrant high street is full of independent and interesting shops, coffee houses and restaurants.

Church Stretton is well connected with a train station offering connections to Shrewsbury and Birmingham to the East and Wales to the West and the A49 giving easy road access.

There are 13 Councillors, representing the four wards of All Stretton, Little Stretton, Church Stretton North Ward and Church Stretton South Ward.

Church Stretton is in the Shropshire Council's Church Stretton and Craven Arms division and part of the Ludlow Parliamentary Constituency.

For further information please see:

<https://shropshire.gov.uk/media/17695/churchstrettonprofile.pdf>

## **Town Council Responsibilities**

The Town Council is responsible for a wide range of community facilities and over 200 acres of outdoor space stretching up onto the Burway.

### **Recreation Grounds**

The Town Council looks after a number of recreation grounds and play areas.

- All Stretton Play Area
- Brooksbury Recreation Ground
- Russells Meadow
- Sandford Avenue Park (also known as the Town Park)

### **Local Nature Reserves**

Church Stretton Town Council is the only local council to own and manage two local nature reserves:

- Coppice Leasowes
- Rectory Wood and Field

The Town Council is supported by an enthusiastic team of volunteers who assist in overseeing the management plan and organise regular volunteer working days.

### **Cemeteries and War Memorials**

The Town Council acts as a burial authority, manages two cemeteries and are responsible for two war memorials.

- Greenhills Cemetery
- Cunnery Road Cemetery is the old Town cemetery with a number of War Graves
- Church Stretton War Memorial
- All Stretton War Memorial

### **Toilets**

There are two toilets blocks which the Town Council manages. They are open 8am to 7pm seven days a week. They are a valuable resource for the many visitors to the town.

- Easthope Road Toilets
- Lutwyche Road Toilets

### **Community Buildings**

The Town Council operates a number of buildings for community use.

- Silvester Horne Institute (Charity)
- Russells Meadow Pavilion
- Tennis and Bowls Pavilions (Sandford Avenue Park Charity)

### **Market**

King John first granted the market charter in 1214. The market is run by license on behalf of the Town Council in the square every Thursday.

## **Public Realm**

The Town Council owns and manages numerous public realm assets including:

- Footway lighting
- Seats and benches
- Christmas lights

As well as managing these assets the team keeps Church Stretton clean and tidy.

## **Events**

The Town Council run a number of community events each year, including the annual Christmas Lights Switch On. Recent events this year have included a family fun day and commemoration of the 80<sup>th</sup> anniversary of D Day.

## **Charities**

Town Councillors are also Trustees of the three charities operated by the Council as sole trustee.

- Silvester Horne Institute and Cottage
- Sandford Avenue Recreation Park
- Brooksbury Play Area (also known as Churchill Road Play area)

## **Grants**

The Town Council has an amount of money set aside each quarter for grants which give benefit to all or some of the inhabitants of Church Stretton Parish.

## CHURCH STRETTON TOWN COUNCIL

### JOB DESCRIPTION

#### 1. GENERAL INFORMATION

<b>JOB TITLE</b>	Maintenance Operative
<b>CONTRACT</b>	Permanent Part-Time 21 hours per week worked over 3 days
<b>SALARY</b>	SCP 5-6 (£25,583-£25,989) pro-rata
<b>LINE MANAGER</b>	Outdoor Team Leader
<b>LOCATION</b>	Various sites across Church Stretton
<b>GENERAL RESPONSIBILITIES</b>	<p>To work as part of a multi-disciplinary team to ensure that all of the Council's assets, including buildings and outdoor spaces, are maintained to the highest standards.</p> <p>To work with the team to ensure larger tasks are undertaken in an effective manner.</p> <p>To provide cover for other team members in times of sickness and holiday absence.</p> <p>To work with the Council for the delivery of event days.</p> <p>To work alongside a team of volunteers.</p>
<b>SPECIFIC RESPONSIBILITIES</b>	<p>To assist with the care and maintenance of all Council owned / managed buildings and outdoor spaces. To work alongside local interest groups to ensure the proper conservation and enhancement of the two Local Nature Reserves for the enjoyment of all visitors. To ensure cemeteries and war memorial sites managed by the Council are maintained to a presentable standard and to assist in the delivery and recording of memorial benches and trees in line with the Council's Memorial Policy.</p>
<b>CONDITIONS OF SERVICE</b>	As per the Employee Handbook and other policies adopted by the Town Council

#### 2. Job Purpose:

Church Stretton Town Council is privileged to be at the heart of a thriving community in a wonderful rural setting, offering a range of services and supporting a wealth of community groups and assets. We are looking for someone to help us meet the needs and address the challenges of our community, whilst ensuring that we achieve best value for money and cost efficiency in the delivery of services for the benefit of all.

The focus of the role is for someone with a love of the outdoors to work as part of a team undertaking a range of maintenance duties, looking after the Council's facilities and green spaces to ensure the areas are kept to a high standard in accordance with the Council's expectations and commitment to the community for the benefit of residents and visitors.

### **3. Specific Responsibilities**

#### **Main Tasks**

To assist in the upkeep of all buildings and outdoor spaces. To ensure that all buildings and outdoor spaces owned / managed by the Council including, but not exclusively, those areas as listed below,, are kept in an appropriate manner at all times; including grass cutting; strimming / brush cutting; treatment of areas with pesticides as required; hedge cutting; pruning; leaf clearing; low level tree maintenance; fencing etc.

- Sandford Avenue Park
- Russell's Meadow & Pavilion
- Brooksbury Recreation Ground
- Silvester Horne Institute
- Easthope & Lutwyche Road Toilets
- All Stretton Play Area
- Cunnery Road Cemetery
- Greenhills Cemetery
- Station Patch
- Coppice Leasowes
- Rectory Wood
- Hazler Road Triangle
- Market Square
- Other verges / mown areas

To work alongside the Coppice Leasowes and Rectory Wood & Field Volunteer Working Parties, undertaking regular checks to ensure all fences are well maintained and stock proof, that all areas are clear of litter, and to ensure that community enjoyment of all areas is maintained.

Ensuring cemeteries and war memorial sites managed by the Council are maintained to a presentable standard, ensuring these areas are prepared in good time for Armistice Day and other ceremonies as required, including liaising with Office Manager to take account of burials.

To work with the Council in the development and delivery of a system for memorial bench siting, tree planting and recording.

Ensuring that all watercourses are properly maintained and kept free of debris; that all Council owned bins are emptied regularly and open spaces are litter picked as required.

To ensure the Council compound area is kept clear and tidy and to effectively manage the composting area in an appropriate manner.

To undertake duties relating to the Thursday Charter Market.

To undertake the prompt removal of snow, gritting and salting of paths as required.

To assist with the care and maintenance of all vehicles, machinery and tools required for the role and owned / leased by the Council, ensuring that all equipment is kept in good working order.

### **Personnel**

Work as part of a multi-disciplinary team under the general direction of the Outdoor Team Leader, but also have the ability to work on own initiative.

Provide support to other officers within the Council as and when required, and in particular during times of holiday and sickness.

Work positively with other members of staff and councillors at the Council in a supportive manner.

Represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.

To actively and positively contribute to the appraisal process and to follow up agreed actions.

### **Policies**

Carry out all duties in accordance with Church Stretton Town Council's adopted policies.

### **Accountability**

To work with Town Clerk regarding the progress of delegated actions from Council and Committee meetings, to ensure that projects and activities are meeting proposed deadlines where possible.

### **Personal Development**

Undertake from time to time any such training or attendance at relevant events as may be necessary or advisable as directed by the Town Clerk.

### **Other Duties**

Undertake additional duties as reasonably requested by the Outdoor Team Leader or Town Clerk when required.

Person Specification	Essential	Desirable
Qualifications		

Good general education: 3 GCSEs or equivalent including Maths and English.	✓	
Suitable Horticultural Qualification		✓
Chainsaw Maintenance and Cross-cutting		✓?
Brush Cutter and Strimmer Certification		✓
<b>Knowledge &amp; Skills</b>		
Interpersonal relationship building and negotiation skills		✓
Good record keeping and numeracy skills		✓
Working knowledge of Local Government		✓
Ability to prioritise and plan workload effectively	✓	
Excellent communication skills	✓	
<b>Work Experience</b>		
Experience of working as part of a team		✓
Experience of working in a grounds maintenance / gardening role	✓	?
<b>Behaviours and Characteristics</b>		
A 'service driven' and 'can do' attitude	✓	
A team player, service orientated, innovative, supportive, self-motivated, flexible and able to demonstrate commitment.	✓	
Excellent customer service focus.	✓	

## **General Data Protection Regulations (Service) Consent to hold Contact Information**

Your personal information is being processed by Church Stretton Town Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### **Description of processing**

The following is a broad description of the way this council processes personal information:

### **Reasons for processing information**

We process personal information to enable us to complete our recruitment process.

### **Type of information processed**

We process information relating to the above purposes. This information may include personal details such as:

- Personal details
- Education details
- Employment details

### **Who the information is processed about**

We process information about prospective employees.

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of GDPR. We may need to share some of the personal information we process with others for one or more reasons. Where necessary or required we share information with: Business associates, professional advisers:

- Family, associates and representatives of the person whose personal data we are processing
- Local and central government
- Financial organisations
- Ombudsmen and regulatory authorities
- Credit reference and debt collection agencies
- Healthcare professional, social and welfare organisations
- Current, past or prospective employers



Retention Period	For unsuccessful applicants, personal data will be held for a period of six months following the conclusion of the recruitment process. For successful applications, personal data will be retained throughout their employment and for six years after employment ceases. Financial information will be held for 13 years in respect of pension provision.
Where stored:	Electronic, paper
Authority:	Church Stretton Town Council
Information Asset Owner:	Church Stretton Town Council
Location Held:	Electronically and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	Yes

### **Rights of Data Subjects**

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to receive more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at: [townclerk@churchstretton-tc.gov.uk](mailto:townclerk@churchstretton-tc.gov.uk)

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date:

## **Summary of Terms and Conditions**

### **Salary**

The salary will be set at SCP point 5-6

The post is subject to the terms and conditions of the NJC National agreement on pay and conditions of service for local government services, a copy of which is available on request.

### **Starting Date**

It is intended that the successful candidate will start employment as soon as possible.

### **Interview Expenses**

Candidates attending for interview will be paid expenses in accordance with the scale laid down by the National Joint Council. Expenses will not be paid until the conclusion of the interview. In the event of a candidate withdrawing their application or refusing the offer of an appointment on grounds which in the opinion of the interviewing panel are inadequate, no expenses will be paid. The expenses of the candidate appointed to the post will not be paid until the successful applicant takes up their duties with the Council.

### **Probation period**

All new employees will be subject to a six month probationary period which will involve regular discussions on progress.

### **Membership Fees for Professional Institutions**

The Council will pay the subscription to relevant professional bodies and will encourage attendance at professional development events organised by these bodies.

### **Working Week**

The normal working week is 37 hours, this role is for 21 hours per week, and the post will be required to work over 3 days per week, including Mondays. From time to time additional or flexible working may be required. Time off in lieu will may be taken for additional working time.

### **Flexible working**

Full consideration will be given to a reasonable request for flexible working arrangements.

### **Other Employment**

The post holder will be fully engaged in the employment of the Town Council and agrees not to undertake any other paid employment without the express written consent of the Council.

### **Annual Leave**

In accordance with the national conditions of service (currently 17 days per annum, plus 2 Local Government concessionary days.)

### **Period of Notice**

One month's written notice is required on either side to terminate the employment after the probationary period. (One week's notice on either side in the first six months).

**Pension**

Employees of the Council are entitled to join the Local Government Pension Scheme as operated by Shropshire Pension Fund.

**Health and Safety**

Church Stretton Town Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors.

**Equality Policies**

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, colour, religion, belief or political persuasion.

**Other**

The appointment will be subject to suitable references.