JOB DESCRIPTION

Title: **PARK WARDEN (PART-TIME)**

Hours of Work: 16-20 hours (one week on, one week off)

Salary: £13.28 Per Hour

Reports to: Senior Groundsman

JOB OUTLINE: To provide a visible, reassuring presence on-site; ensuring park security through punctual gate management, thorough safety inspections, and robust out-of-hours reporting.

Key tasks

The job will involve the following:

1. Open all park gates, barriers, and facilities punctually in the morning, and securely lock them at dusk or designated closing times.

2. Clear the park of all vehicles, equipment, and members of the public prior to locking the gates to prevent anyone from being trapped on-site overnight.

3. Log and escalate urgent security breaches, vandalism, or immediate health and safety hazards to emergency services and council management during out-of-hours periods.

4. Act as a face of the park, answering public inquiries politely while calmly and firmly enforcing park bylaws and rules.

5. Complete shift logs, incident reports, and inspection checklists accurately to ensure all out-of-hours activity is recorded for management.

Sports Facilities and Weekend Operations

6. Support the Parks Establishment in the management and operation of the Council's sports facilities located within the Council's parks and recreation grounds.

7. Open, close and secure sports facilities, changing rooms, storage containers, garages, toilets and associated amenities in accordance with bookings, fixtures and training schedules.

8. Undertake pre-use and post-use inspections of football pitches, cricket facilities, bowls greens and ancillary buildings to ensure they are safe, clean and fit for use.

9. Liaise with sports clubs, facility users, hirers, volunteers and visitors during out of hours to facilitate the effective use of Council facilities.

10. Undertake weekend, evening and bank holiday duties in accordance with seasonal operational requirements and sports fixture schedules.

Key Tasks - Grounds Monitoring and Public Safety

11. Undertake visually identified litter picking and cleansing duties around Council sports facilities, open spaces and recreational facilities.

12. Remove dog fouling as identified and report persistent problem areas.

13. Remove broken glass and other hazardous materials from public areas.

14. During out of hours secure unsafe areas and equipment using appropriate signage, barriers or tape pending repair and report any issues to the Council.

15. Report maintenance issues, vandalism, anti-social behaviour and health and safety concerns promptly and accurately.

Community Safety and Out-of-Hours Presence

16. Provide a visible presence within parks and recreation grounds during evenings, weekends and public holidays to deter anti-social behaviour and promote community safety.

17. Attend community events and activities as directed to provide operational support and ensure facilities remain secure and well managed.

18. Maintain effective communication with Council officers regarding incidents, security concerns and operational matters arising during out-of-hours periods.

19. Assist with emergency responses relating to Council-owned parks and facilities when requested by senior officers.

20. Any other activities that may reasonably be required by the Town Clerk/Senior Groundman.

Person specification

Essential Skills & Experience

- Communication Skills
- Practical Skills
- Problem-Solving
- Reliability & Flexibility
- Driving Licence and use of a vehicle

Desirable Skills & Qualifications

- Basic first aid qualification.
- Experience working with volunteers or community groups.
- Knowledge of local horticulture, basic plant care, or countryside conservation