

# MEPPERSHALL PARISH COUNCIL

## Job Description

JOB TITLE:	Allotment Co-ordinator
SALARY:	£28,163 - £29,064 PRO RATA
JOB TYPE:	Part-time flexible (3-5 hours per week or as required). Permanent.
HOURS:	Flexible working Monday to Saturday 08:00 – 16:00 Flexibility is required to cover work requirements. Some weekend work may be required with equivalent weekday rest days. Employees may be asked to work outside of these hours (including some weekend and evening work) which may include helping at MPC community events. MPC will look to give as much notice as possible and any time worked would be given back as time of in lieu or overtime payment upon agreement with the Clerk.
ANNUAL LEAVE:	21 days + 8 Statutory Days pro-rata.
LOCATION:	Various: Allotments and Nature Reserve Community Orchard, and other green space-areas within the village of Meppershall (if required).
JOB SUMMARY:	To achieve satisfactory standards and service provision of the Council's allotment and community orchard areas and open spaces.
RESPONSIBLE TO:	Clerk to the Council

### DUTIES AND RESPONSIBILITIES:

#### Main Purpose of Role:

The overall purpose of this job is to effectively carry out duties under the instruction of the Parish Clerk on the Wry Close Allotments, and Community Orchard in the Old Road Meadow Nature Reserve that the Parish Council have primary responsibility for maintaining, ensuring Council assets are maintained in a good state of repair throughout.

#### Buildings and Equipment

- Allotment Container.
- Allotment MPC toilet and Communal Shed (when purchased).
- Routine maintenance of equipment and buildings.
- Routine maintenance and cleaning of any allotment vehicles and plant.
- Carry out minor repairs and works within the allotment site.
- Reading allotment water meters on a regular basis and reporting readings to Parish Clerk.
- Maintain all equipment, arranging routine servicing and inspection as required, and maintaining a stock of fuel to ensure the smooth-running of the Council's grounds maintenance equipment used on the allotments.

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### Personal

Own health and safety including proper use of safety clothing and equipment.

### Service Provision

Maintenance of the allotments and community orchard:

- Carry out allotment inspections with or without the Parish Clerk / a Councillor
- Assist in developing and maintaining an allotment work plan in liaison with the Parish Clerk to:
  - restore abandoned or overgrown plots;
  - improve the condition of poorly maintained plots; and
  - make better use of space by sub-dividing or otherwise rearranging plot.
- Mow / strim all open communal grassed areas with appropriate equipment.
- Pathway clearance and edging.
- Preparation and marking out of allotment plots.
- Maintain all trees, shrubs and hedges within allotments and community orchard that are the responsibility of the Council, particularly where they overhang adjoining property, to prevent injury and damage and to facilitate machinery access. Planting out new shrubs, hedges and trees as required.
- Apply weed killer when required to all relevant locations with appropriate equipment.
- Remove self-set trees, shrubs and harmful weeds that are poisonous to animals, or can damage crops if they spread as appropriate (i.e. Common Ragwort).
- Keep allotment areas free from litter.
- Remediate vandalism damage where appropriate.
- Apply preservative treatments (including painting) to all fencing, benches, tables, sheds as required, and lubricate all locks and gate hinges.
- Complete basic repair and maintenance tasks on, and minor installations and additions to, the Council's property assets (including but not restricted to fences, sheds, gates and locks, signs, paths, roadways, planting, drainage and water distribution).
- Safely remove non-hazardous litter and fly-tipped waste to the local waste collection and recycling centre using appropriate PPE and equipment.
- Keep accurate records of work undertaken.

Liaison with members of the public, users of facilities etc.:

- Assist with applications for allotments from prospective tenants and determine the appropriate allocation of allotments in liaison with the Parish Clerk,
- Meet and greet and assist with the familiarisation of new tenants at the allotments,
- Resolve issues arising with and between tenants, referring difficult or policy issues to the Parish Clerk as required.
- Provide access to locked areas of council property by appointment.
- Assist with working party volunteers on special allotment and community orchard projects / days.

Such other duties within the range and scope of the job as may be required from time to time.

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### QUALIFICATIONS AND EXPERIENCE

#### *Essential*

- Application of health and safety legislation and procedures
- A passion for allotment gardening

#### *Desirable*

Appropriate qualifications or experience in:

- Gardening or maintenance, such as tree-felling, landscaping, fencing, small works, building or other suitable trade
- Chemical Control PA1 PA6A
- Current UK driving licence

### SKILLS

#### *Essential*

- Grass cutting/stripping/hedge cutting
- Good social skills
- Ability to manage own workload punctually and be able to follow a routine, where work requires periodic inspections or checking to take place.
- Able to complete standard forms to record work carried out on a regular basis (such as timesheets inspection/testing documentation)

#### *Desirable*

- Tool and equipment maintenance
- Application of chemicals and fertilisers
- Be competent in the use of a smart phone and computer

### OTHER

- Be legally able to work in the UK
- Have a positive “can do” attitude to solving problems, enjoys working outdoors in all weathers and takes a pride in work done
- Meticulous, thorough and systematic, contentious and reliable
- Have due respect to other people’s property, whilst being objective and even-handed
- Willing to learn new skills and not afraid to ask for guidance from The Parish Clerk if unsure what to do
- Willing to take on other tasks outside the normal scope of work if required

### OTHER PROVISIONS

Car Allowance: Casual user (reimbursement made of any mileage undertaken on behalf of the Council)

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

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Management in consultation with the employee conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder

Signature of Postholder

Signature of Parish Clerk

Date