

## JOB DESCRIPTION

<b>Post Title:</b> Hirst Park Revival: Park and Community Development Officer		<b>Director/Service/Sector:</b> Local Services/Neighbourhood Services		<b>Office Use</b>
<b>Grade: Band 4</b>		<b>Workplace:</b> Hirst Park, Ashington		<b>JE ref:</b> <b>HRMS ref:</b> <b>3331</b>
<b>Responsible to:</b> Green Spaces Officer (South East Northumberland)		<b>Date:</b> February 2017	<b>Manager Level :</b>	
<b>Job Purpose:</b> To oversee and contribute to the provision of efficient and effective horticultural and grounds maintenance, and to encourage and facilitate community engagement and involvement in the Heritage Lottery Funded Hirst Park Revival Project.				
<b>Resources</b>	Staff	Trainees, work experience students, apprentices, voluntary groups and individuals.		
	Finance	May be required to place orders, sign invoices or delivery notes for confirmation of the delivery of goods and equipment etc.		
	Physical	Day to day responsibility for the careful use and maintenance of allocated tools and equipment.		
	Clients	Duties have a direct impact on the health and safety of the community.		
<b>Duties and key result areas:</b> Individually or as part of a team and under the general direction of senior colleagues: 1. Oversee and contribute to efficient and effective horticultural and grounds maintenance service in Hirst Park to designated standards and in accordance with predetermined schedules. 2. Engage volunteers, trainees, apprentices and community organisations to enhance the maintenance of the park. 3. Liaise with partners to coordinate and deliver the agreed programme of community activities at the park, as identified in the Hirst Park Revival Activity Plan. 3. Provide advice and guidance for users of the park through personal contact, self-guided walks, trails, interpretive displays, guided walks and events. 4. Work with school groups to provide led and self led activities within the park. 5. Gather and collate information on visitor use, visitor profiles, and events and activities taking place at the park, and assist with the production of project evaluation information. 6. Coordinate the use of the Park's Growing Zone in consultation with the other project partners. 7. As necessary, complete all necessary documents to accurately record the resources used and progress of work in accordance with project procedures. 8. Ensure the safety of other employees and public in relation to the work undertaken including the safe use of plant, equipment and tools. 9. Ensure the work is completed within the time, quality and specified service standards. 10. Input to risk assessments and method statements, to ensure work is completed in a safe and responsible manner. 11. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained. 12. As necessary, carry out routine vehicle driver and equipment operator checks in accordance with established procedures.				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				
Physical requirements:		Predominantly standing with regular walking, bending and kneeling, with some lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards. Capable of complying with the physical demands of the post.		
Transport requirements:		Need to attend training and development courses, meetings or other work sites within area.		
Working patterns:		Normal working week, Sunday to Thursday (or Tuesday to Saturday), with occasional evening and emergency call out work. Driving regulations apply where applicable.		
Working conditions:		Extensive exposure to working outdoors in all weathers all day, with exposure to designated chemicals for which the wearing of specialist protective clothing may be required.		

## PERSON SPECIFICATION

<b>Post Title:</b> Hirst Park Revival: Park and Community Development Officer	<b>Director/Service/Sector:</b> Local Services/ Neighbourhood Services	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
NVQ Horticulture minimum level 2, or relevant comparable experience, or willing to work towards level 2. Knowledge of legislation and regulations relating to driving An awareness of Health and Safety legislation and its application in the workplace Relevant knowledge of a range of park management tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service The ability to interpret heritage, history and horticulture. Awareness of Horticultural Trends Previous experience in a related area of work Knowledge of the Green Flag Award or similar	First Aid Certificate Diploma or Degree in a relevant subject	
<b>Experience</b>		
Experience of undertaking the duties of a Gardener working in a parks environment Experience of running public events and activities in a park environment. Experience of working with volunteers, schools, adults' and children's groups. Experience of carrying out vehicle checks Experience of COSHH Safety Policies		
<b>Skills and competencies</b>		
Able to organise and lead walks, talks and events in the park. Able to understand and follow spoken and written instructions. Able to keep work records. Ability to drive a variety of vehicles. Able to plan, organise and prioritise own time and resources. Dexterity and co-ordination to use hand or power tools and equipment. Excellent communication skills to enable dealings with the public on a range of issues, on a daily basis, with specialist knowledge in detail.		
<b>Physical, mental and emotional demands</b>		
Able to cope with the regular high level of physical demand. Able to deal effectively with incidents in the parks. Able to maintain general awareness for safe working conditions with some periods of concentrated mental attention. Regular contact with service users and the public, including individuals and groups with special needs. Ability to operate outdoors in all weather conditions.		
<b>Motivation</b>		

Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.	A willingness to undertake job related training.	
<b>Other</b>		
Full DBS disclosure will be required Ability to work regular weekends, and evenings when required.		