



## **JOB DESCRIPTION**

<b>POST:</b>	Community Warden
<b>REPORTING TO:</b>	Community Warden Manager
<b>RESPONSIBLE FOR:</b>	Supervising and instructing apprentices.
<b>WORKING HOURS</b>	Full time, 5 days per week, totalling 37 hours
<b>Grade: SCP 6 to 9</b>	Salary £11.42 per hour (£21,968 per year) Rising to £12.06 per hours (£23,194 per year)

## **MAIN JOB PURPOSE:**

- To support the community in Sudbury and contracted councils through the delivery of efficient and effective outdoor services.
- To maintain and improve the public open spaces within the town of Sudbury and the surrounding areas, including contracted parishes.
- To carry out all tasks required by the Community Warden Manager and the Town Centre Manager to support the business of Sudbury Town Council.
- To carry out all other tasks as required or set by the Sudbury Town Clerk and Community Warden Manager for the benefit of the Community.
- To be a help to the public and an ambassador for the Town of Sudbury.

## **DUTIES AND RESPONSIBILITIES:**

- Maintaining a full driving licence is essential for this role. Community Wardens need to drive Sudbury Town Council vans and tractors on a daily basis, in both urban and rural areas, and will have to tow trailers. Training in trailer towing will be provided if necessary.
- This is a physically demanding role which is primarily manual labour to maintain and improve the public realm in Sudbury and contracted parishes. This will require the proficient operation of small tractors for grass cutting, hand-held power tools and the use of manual tools throughout the full working day. These include, but are not limited to, strimmers, hedge cutters, chain saws, shovels, pick-axes, etc. Training will be provided in line with Health and Safety guidance.



## **SUDBURY TOWN COUNCIL**

- To support the operation of Sudbury Town Council's businesses, including, but not limited to, the market, cemetery, allotments, events and venue hire.
- To support Sudbury Town Council's floral displays, including watering town centre floral displays utilising harvested rainwater collected from our IBC units where available.
- Working with the Community Warden Team to carry out the grounds maintenance of all areas under the control of the Town Council including, but not limited to, the cemetery, the Croft, Mill Acre and other churchyards.
- Working to a schedule, as part of the Street Warden and Community Warden Team, to ensure Sudbury Town Centre is at all times kept clean to the highest possible standards. Duties include but are not limited to: Litter picking, sweeping, operating the Billy Goat Road Sweeper, weeding, emptying cigarette and gum bins, cleaning street furniture and painting where required.
- To undertake duties to recycle or reuse waste from our market, cemetery, and allotments including composting, chipping and mulching (hot composter facilities provided) and reusing in our public floral displays and community and school garden projects.
- Putting up and taking down decorations, tents, marques, stalls, fences or other equipment as required in Sudbury and contracted councils. This will require working at heights.
- Maintaining the power tools and manual equipment provided for the job in a usable condition and arranging for their repair, or where necessary their eventual replacement, as authorised by the Community Warden Manager or the Town Clerk.
- Locking and unlocking facilities operated or owned by Sudbury Town Council or contracted councils. Identifying potential public security issues within Sudbury and contracted councils.
- Clearing up litter and various waste materials (including dog fouling), as well as emptying bins, within Sudbury and contracted councils.
- Portraying a positive image of Sudbury Town Council and its partners. This requires all staff to be clean and smartly dressed in the uniforms and protective equipment supplied by Sudbury Town Council. All Community Wardens are required to display a positive, friendly and helpful attitude when engaging with the public. This includes not taking breaks in view of the public whilst wearing Council uniform.



## **SUDBURY TOWN COUNCIL**

- Working with local community groups, e.g. schools and businesses, to develop initiatives to address litter and other environmental problems. Including, but not limited to, Schools' Competition, Annual Keep Britain Tidy Campaign, Crucial Crew, Community Litter Picks, etc.
- Assisting members of the local community in Sudbury and contracted parishes with general tasks that may be beyond their capability due to age, disability or other issues.
- Utilising powers of enforcement as granted to the Town Council under the Community Safety Accreditation Scheme (CSAS), alongside any other powers of enforcement, as may be delegated to the Town Council, to combat environmental crime.
- To attend relevant training courses as may be required by the council.
- To ensure that all required certifications relevant to the job role are obtained and kept updated. This includes but is not limited to Roads and Street works qualification, Stand Pipe qualification, all Safeguarding, etc.
- To work as safely as possible having regard to other members of staff and the public in accordance with all risk assessments and the Health and Safety at Work Act 1974.
- To fulfil all duties required by the contracted councils in their service level agreements.
- Helping with seasonal events including operating stalls, dressing up (e.g. as Father Christmas or another traditional figure associated with the event) and helping to promote the spirit of the event.
- Collecting and/or removing any illegal posters/notices/signs etc. erected around the town or parishes.
- Reporting abandoned vehicles to the appropriate authority.
- Reporting unauthorised commercial activity on any Council (Town, District or County) property.
- Ensuring that all vehicles being operated by the Community Warden Team are cleaned regularly, inside and outside. This should be as often as necessary to portray a positive image of the council and its partners.
- Responding to complaints about litter from members of the public, including calls made to the Community Warden contact number, at the earliest possible time.



## **SUDBURY TOWN COUNCIL**

- To be proficient at promoting the work of Sudbury Town Council on all social media, including, but not limited to, Facebook, Twitter, website, etc, under the direction of the Community Warden Manager and Town Centre Manager.
- Disposing of all items collected at the waste contractor's local depot in accordance with the issued waste sheet.
- Carrying out estate or community inspections as required.
- To fulfil all office duties relevant to the role including, but not limited to, production of leaflets, printing, laminating, listening to and processing voicemails, processing and responding to emails within the generic email inbox etc.
- To be able to operate the graffiti machine to aid in eradicating graffiti that has been reported to the Council.
- Replenishing notice boards with information and notices in Sudbury and contracted parishes.
- To cover the role of operating the market, or the cemetery, or cleaning the Town Hall, when required to cover periods of sickness and holidays.
- Working hours will vary depending on the nature of the tasks required. Applicants must be willing to work some early mornings, late evenings and weekends when necessary, although most of the work is between 8:00am and 5:00pm Monday to Saturday. All hours worked between 6:00am to 10:00pm Monday to Saturday are considered to be 'normal working hours' and are paid at the standard rate. Pay will be enhanced to one and a half times the standard rate for any other work required between 10pm and 6am Monday to Saturday and to twice the standard rate between 10pm Saturday, through Sunday, to 6am Monday.

### **Additional information**

- a) This job requires an enhanced level DBS Check.
- b) This job will participate in planning for emergencies in terms of response to, or maintaining business continuity during, an emergency. It is expected that when requested to do so the jobholder will temporarily, but immediately, cease their normal role to support the emergency planning or response activity.
- c) This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes within the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.



**Person Specification – Community Warden**

Methods of assessment: Application (A), Interview (I), Certificate (C)

The successful candidate will demonstrate that they can meet the following specifications:

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	Current full Driving licence.	5 GCSEs at grade 'C' and above including English and Maths or equivalent.  HSE First Aid or equivalent.  No endorsements on driving licence.	A, C
<b>Experience</b>	Experience in grounds maintenance or in a street care role.	Experience of working with local communities and community groups and dealing with the public face to-face.  Experience in a customer facing role.  Experience in using a small tractor for grass cutting and other grounds maintenance power tools.  Experience of using computers in the work environment with confident IT skills including using Microsoft packages (including Teams) and email.  Qualification and or experience in Neighbourhood/Youth Engagement	A, I



# SUDBURY TOWN COUNCIL

<b>Skills &amp; Knowledge</b>	<p>An active team player, with ability to work on own initiative.</p> <p>Confidence and ability to communicate with people of all ages and backgrounds.</p> <p>A passion for preserving and enhancing our local environment.</p> <p>Ability to remain calm in potentially stressful situations.</p>	<p>Knowledge of role of all three tiers of local authority and Sudbury Town Council's responsibilities.</p> <p>Knowledge of environmental issues and a passion for making positive eco-friendly changes in our ways of working.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to write reports and provide statements with assistance.</p>	<p>A, I</p>
<b>Personal Attributes</b>	<p>A positive 'can-do' attitude.</p> <p>Ability to work with minimum supervision.</p> <p>A good general level of physical fitness.</p> <p>Enjoys working as part of a team.</p>	<p>A problem solver.</p> <p>Attention to detail and using your initiative.</p>	<p>A, I</p>
<b>Other</b>	<p>A commitment to undertake all training courses required for the role, including but not limited to: Street Works Certifications, MWEP (Mobile Works Elevated Platforms) licence, First Aid, Standpipe, Health &amp; Safety Training.</p> <p>To acquire an Enhanced DBS check under Child and Adult Workforce.</p>		<p>A, I</p>

September 2023