

Job Description – Allotment Officer

Overview

Job title:	Allotment Officer- Permanent	Pay band:	LC1 SCP 23-25
Reports to:	Deputy Clerk	Hours:	30
Location:	Based at the Pinetrees Community Centre with travel expected to other Parish Council assets	Salary	£21,057- £22,434 Pro rata
Other benefits:	LGP Scheme & Holiday Entitlement Pro Rata 28 Days per Annum plus Statutory Holidays (England & Wales)	FTE:	.81
Other Requirements	Valid Driving Licence	Direct Reports	0

Background

Central Swindon North Parish Council is a large multi-faceted Council which provides a large range of local services including Community Centres, Grounds Maintenance, Allotments Libraries & Sports/Playing Pitches.

Allotments are an important asset to our Parish, we have almost 700 plots available to residents with total occupancy running at around 85%. Our extensive allotment service provides a wide range of benefits to residents as well as providing vital green space in a predominately urban environment. Allotments are not just a way of producing low cost food, allotments offer our residents a viable means of recreation involving healthy exercise embracing the fun and challenge of growing vegetables, fruit and flowers and raising livestock (such as chickens) and meeting new likeminded people.

The Parish Council will be embarking on an extensive improvement programme and developing a new Parish Vision for 2020, of which allotments will be an integral part. The Parish Council are now looking for an Allotment Officer to help develop our allotments and build meaningful relationships with our plot holders and partners.

Job purpose

- Assess applications for allotments from new and prospective tenants and determine the appropriate allocation of allotments in liaison with the Deputy Clerk.
- Monitor the condition of individual allotments and liaise with tenants, as appropriate, to ensure the completion of any remedial work required. If necessary to escalate unresolved issues to the Parish Allotment Working Group.
- Resolve issues arising with and between tenants, referring difficult or policy issues to the Parish Allotment Working Group
- Assess applications for structures, animals, and other potentially contentious items.

- In line with the Parish 2020 Vision, develop and maintain a work plan to:
Restore abandoned or overgrown plots
Improve the condition of poorly maintained plots
Make better use of space by sub-dividing or otherwise rearranging plots in conjunction with the Deputy Clerk.
- As required prepare neglected and abandoned plots for letting, or prepare a specification for the work and oversee its delivery by contractor(s) as agreed by the Allotment Working Group.

- At least fortnightly or at a timeframe agreed with the Deputy Clerk, throughout the growing season across all nine allotment sites you should:

Strim/hand mow all other grassed areas and around margins and obstructions (including but not restricted to fences, walls, play equipment, benches, tables and Parish signs).

Apply Parish approved weed-killer when required to all relevant locations including but not restricted to car parking areas, footpaths and verges.

At least twice a year apply timber treatment to all fencing, benches, tables, and other wooden surfaces as required, and lubricate all locks and gate hinges. Check Parish signage and that chain linked perimeter fencing is not damaged by vandalism or animals.

Ensure each plot holder is displaying a green Parish numeric plot board as issued and arranging for replacements where damaged/lost.

10. As required, and as resources allow:

- Complete basic repair & maintenance tasks on, and minor installations and additions to, the Parishes property assets (including but not restricted to fences, walls, railings, gates, signs, paths, roadways, drainage and water distribution systems)
- Hold regular meetings with Plot Holder representatives and attend the Parish Allotment Working Group committee monthly or when required.
- Arrange for the safe removal of non-hazardous litter and fly-tipped waste in line with agreed Parish policy.
- Remove graffiti from fences, walls, gates, bins, play equipment, and other surfaces.
- Remove animal/dog waste
- Apply 'road salt' in icy/snowy weather to communal access to plots.
- Act as lead contact and liaise with the Authorities such as Police during periods of criminal behaviour such as vandalism or theft. Reassure and keep plot holders updated with criminal investigations and help make good any damage caused.

- As required complete any other tasks appropriate to the Allotments as agreed by the Parish Allotment Working Party.

Working conditions

The work is based outdoors at all times of the year, even during inclement weather. Appropriate clothing will be provided. Hours will be primarily Monday-Friday during daylight hours with some office time required at one of the Parish Council offices. This role will involve driving around the Parish for which a vehicle will be provided during work hours only and should be returned to the depot at the end of the shift.

This work will involve physical activity, working at height and the wearing of protective clothing to avoid dust, dirt, grease etc. This position will require you to come into contact with soil and animals.

Physical requirements

The job is physically demanding and may involve lifting, carrying and working at heights of up to 3.5m from the floor level both internally and externally.

Approved by:	
Date approved:	
Reviewed:	11 January 2018
Next Review:	<i>This job description should be reviewed annually and updated as necessary.</i>