

Person Specification – 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

Experience	Essential	Desirable	Useful
Good working knowledge and experience of grounds maintenance work, including grass-cutting and weed-killing.	X		
Good working knowledge of basic construction and engineering, timber treatment, and power-washing methods, equipment and materials.	X		
Experience of basic property repairs and maintenance and minor installations.	X		
Ability to complete a wide range of routine and non-routine property, horticultural, and turf maintenance tasks.	X		
Ability to tackle a wide range of basic technical tasks including plumbing jobs (handyman/fitter/carpenter).		X	
Good eyesight and observational skills.	X		
Physical ability to undertake litter-picking and waste collection tasks.	X		
Good Communicator with Cllrs, Plot Holders & Parish Officers	X		
Able to participate in meetings and basic use of a computer such as email/ Microsoft Word		X	