



STROUD TOWN COUNCIL

APPLICATION PACK – GREEN SPACES MANAGER

Green Spaces Manager Stroud Town Council, Gloucestershire

Salary LC2 SP 19 - 28: £25,481 to £32,234

Purpose of job

Working with and managing a small team, the manager will maintain and enhance the town's green spaces, both as public amenities, for their conservation value and as opportunities for public engagement.

Working for Stroud Town Council

The Town Council has a long-term commitment to improving the environment by taking on and managing parks and other green spaces in the town for the benefit of all residents and for wildlife. We are looking for someone with the skills and enthusiasm to maintain these to a high standard and the vision to develop and further these aims.

Teamwork and co-operation between all members of staff is central to Stroud Town Council's ethos. Also, the staff and work of the Green Spaces team has a high public profile. The manager has an essential ambassadorial role here and must, in partnership with the Clerk, maintain good two-way communication with the public, members of Council, Green Spaces team members and other Council staff. Community engagement is central to our approach.

If you are looking for a rewarding and worthwhile career and feel you have the necessary enthusiasm and skills, please ask for an application pack, telephone 01453 762817. This can also be downloaded from www.stroudtown.gov.uk.

Applications should be returned in hard copy to the Town Clerk by noon on **Tuesday 27th April 2021**

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Stroud Town

The first parish of Stroud, a settlement based on the production of woollen cloth, was recognised in 1304. Currently, it has a population of around 13,500 and an electorate of just over 10,000. Stroud is seen as a very friendly, tolerant community, accepting a wide range of views. We have a history of non-conformism, dissent and direct action. The environment and sustainability are priorities for many residents.

The parish, approximately 2.5 miles long and 0.75 miles wide, includes the town centre trading and market area, established residential communities amongst the surrounding hills and valleys, and mostly new-build settlements along the canal, which is currently undergoing restoration. The parish's division into six wards reflects, to a reasonably accurate degree, these differing settings. There is a railway station with good connections to London, Swindon, Cheltenham and Gloucester and a reasonable range of bus services. A fine network of footpaths also permeates the parish, but density of motor traffic can hinder movement around town by vehicle and there are limited safe cycle routes.

There is a strong creative element in the town and surrounding area, which provides a base for several arts festivals, some of which have achieved national acclaim. The town centre supports a long established twice-weekly market in the medieval Shambles and an award-winning weekly Farmers' Market, which draw in visitors from some distance.

In 2018 Stroud Town Council was one of the first local councils in the UK to declare a climate emergency and set a target of being carbon neutral by 2030.

The Council

The council was formed in 1990. We have 18 councillors representing 6 wards. There are elections every four years, full elections are next due in May 2021.

We have offices close to the town centre with a double fronted window used for displays and notices. The main committees are Consultations and Highways (planning), Finance and Policy, Community, Environment and Regeneration.

The Council staff work in two teams headed by the Town Clerk. The office team includes a Deputy Clerk, a Project Officer, a Community Development Officer, a Nature Recovery and Climate Action Officer, three part-time administration staff (Assistant Clerk, Administration Officer, Finance Administrator) and a cleaner. The Green Spaces team includes three full-time Rangers and a part-time Assistant led by the Green Spaces Manager.

The Green Spaces team are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. Some activities are currently contracted out, for example large areas of grass cutting and grave digging.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

Amongst the Council's recent projects are revamping a significant but dilapidated Victorian building for community use and developing a Neighbourhood Development Plan for the town. We have recently agreed to transfer ownership of a range of assets from Stroud District Council, including in 2019 the Stroud Subscription Rooms.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We have shown long-term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget of about £1.1m of which the precept makes up around 66%. The balance largely comes from grants, cemetery income and rent.

Application Process

The completed application form together with a covering letter must be sent to the Town Council by email to: council@stroudtown.gov.uk

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Green Spaces manager

A CV is **not** required and any submitted will be disregarded.

Your application must be returned by email no later than noon on **Tuesday 27th April 2021**

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact the Town Clerk, Helen Bojaniwska, on 01453 762817 or helen.bojaniwska@stroudtown.gov.uk for an informal discussion.

Selection Process

The Appointment Panel will meet to consider and approve the shortlist by 30th April 2021.

Candidates who are to be invited to an online interview will be notified by telephone or email as soon as possible. Those who have not been shortlisted will be contacted by email shortly after this. Due to the volume of applications received it will not be possible to offer feedback on applications.

The appointment will be made by the Appointment Panel, which will consist of Town Clerk or Deputy Clerk and at least one member of the Personnel Committee.

Interviews will be conducted during the week commencing **3rd May 2021**

Interview

Shortlisted candidates will be required to attend an online interview at a time to be allocated individually. Candidates should allow up to one and a half hours for the interview.

References

Formal references will be taken up following an offer of employment. Any offer of employment will be subject to the receipt of satisfactory references.

Medical Examination

The role requires significant physical activity. The successful applicant will be required to undertake a medical examination before their appointment is confirmed.

Expenses

Travelling expenses will not apply in this instance.

Candidates with a disability

Any candidate with a disability should please contact the Clerk (Helen Bojaniwska) or Assistant Clerk (Sheral Gardner) in confidence so that reasonable adjustments can be made to the recruitment process.

STROUD TOWN COUNCIL

GREEN SPACES MANAGER

JOB DESCRIPTION

Job Title Green Spaces Manager

Responsible to Stroud Town Council, via the Town Clerk as line manager

Based at The depot, Libbys Drive, Slad Road, Stroud

Hours Full time (37 hours)

Salary LC2 SP 19 - 28: £25,481 to £32,234

Type of contract Permanent

To start As soon as possible

Purpose of job

Working with and managing a small team, the manager will maintain and enhance the town's green spaces, both as public amenities, for their conservation value and as opportunities for public engagement.

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Teamwork and co-operation between all members of staff is central to Stroud Town Council's ethos. The staff and work of the Green Spaces team have a high public profile. The manager has an essential ambassadorial role and must, in partnership with the Clerk, maintain good two-way communication with the public, members of Council, Green Spaces team members and other Council staff.

Green Spaces managed by the Council

- Two formal parks
- Five allotment sites
- Two cemeteries that include historic sites and monuments, with one designated as a Local Nature Reserve for which there is a nature conservation management plan
- Two closed churchyards
- Several formal, equipped recreation areas and informal sports fields
- Town centre shrub and flower beds
- Several grassed amenity areas

Key responsibilities of the post

Include but are not limited to:

Managing the Green Spaces team

- Ensuring safe and efficient working practices including compliance with Health and Safety legislation and best practice
- Writing and reviewing risk assessments for sites and operations
- Leading, supervising and motivating a small team of grounds staff (currently four individuals) to ensure a high standard of work
- Recognising and working with team members' individual strengths to develop and maintain a strong co-operative team ethos
- Line managing members of the team, including assessing development needs, maintaining and implementing training plans, delegating responsibility where appropriate, monitoring performance and conducting reviews
- Dealing personally with first-line disciplinary matters with the team, informing the Town Clerk of any issues
- Assessing needs for personal protective equipment and clothing, ordering and issuing as necessary and keeping appropriate records

Maintaining key services

- Implementing the Council's management plans and policies for Green Spaces, and ensuring day-to-day upkeep of all areas to a high standard
- Regularly working 'hands on' as a team member in order to ensure consistency of service, to maintain team morale and to provide development opportunities for other team members.
- Ensuring that the burial service is adequately staffed
- Ensuring that play equipment is regularly inspected and that play areas are kept safe and clean
- Assessing the need for outside contractors and, in discussion with the Town Clerk, commissioning, briefing and supervising them in accordance with the Council's procurement policy and financial regulations
- Ensuring that staff leave is planned in such a way as to maintain cover for essential tasks

Management planning

- Generating ideas and advising on long-term management plans for improvements across the Council's green spaces
- Preparing work specifications for each site
- Forward planning of staff and resources for projects and routine work
- Initial and ongoing assessment of the effectiveness of operations

- In conjunction with the Town Clerk, planning, monitoring and reporting on the Environment Committee budget
- Allocating and using the Council's resources in the most effective manner to achieve its aims
- Working with colleagues to develop new ways of delivering services and improvements within the town
- Collaborating with the Council's Community Development, Nature Recovery and Climate Action, and Project officers as opportunities arise

Administration

- Maintaining records to meet health and safety requirements
- Maintaining timely and accurate burial records
- Maintaining play equipment inspection records
- Procuring goods and services in accordance with procedures
- Keeping accurate time sheets, and holiday and sickness records
- Maintaining an up-to-date inventory of tools and equipment
- Maintaining records of usage of large items of equipment such as mowers
- Filing regular reports (by email) to the Town Clerk

Responsibility for tools and equipment

- Ensuring that all tools and equipment, including vehicles, are safe to operate, properly maintained and stored in a safe and secure manner
- Taking steps to ensure that all new purchases or leased items are fit for purpose and value for money
- Disposing of tools or equipment that are not needed or no longer fit for use in accordance with procedures

Communication

- Keeping the Green Spaces team fully briefed on current projects and involving the team in decision making
- Liaising closely with the Town Clerk, Deputy Clerk, Assistant Clerk and project and administrative staff as appropriate both informally and at meetings
- Liaising with and assisting groups that have an interest in Stroud's green spaces, such as friends' groups, residents' groups and local societies. Our ambition is to expand such activity so the role here is expected to evolve.
- Helping to plan and assisting at public events and public consultations held in or in relation to the town's green spaces
- Responding appropriately, if necessary, after discussion with the Clerk, to concerns or requests for work to be done whether from the public or members of the Council

- Reporting on a regular basis to Council. (This will require attendance at an evening meeting approximately once a month.)
- Acting to preserve and promote the good reputation of the Council in all dealings with the public, community groups and others

Environment and Conservation

- Contributing to the delivery of the Councils' commitment to achieving carbon neutrality by 2030 by promoting and seeking operational solutions, innovation and change
- Implementing the management plan for the Stroud Cemetery nature reserve
- Promoting the Council's policies on biodiversity and sustainability

Partnership working

Supporting community groups or other local organisations with advice and assistance on environmental or conservation projects or activities

Representing the Council at meetings with relevant partner organisations

PERSON SPECIFICATION

QUALITY	ESSENTIAL	DESIRABLE
<p>1. Qualifications</p>	<p>Educated to GCSE Level or equivalent with minimum of English and Maths Grade 4</p> <p>Computer literate</p> <p>Commitment to achieving a formal health and safety qualification</p>	<p>Professional qualification in a relevant subject, e.g. conservation management, horticulture, grounds maintenance</p> <p>A relevant health and safety qualification (IOSH, NEBOSH or equivalent)</p> <p>ICCM qualification in burials management</p> <p>Certificates covering the safe use of grounds maintenance equipment, e.g. mowers, compact tractor, strimmers, chain saws, or willingness and aptitude for obtaining within probationary period</p>
<p>2. Related experience including voluntary work</p>	<p>A minimum of 3 years' experience of estates or parks management, ideally including horticultural and/or environmental work, tree work, landscaping or outdoor construction</p> <p>Supervision of staff, team working and organisation</p> <p>Management of contracts</p> <p>Able to produce reports, technical documentation and letters</p> <p>Experience of dealing with the public and community engagement</p>	<p>Experience of working in public environment</p> <p>Specifying and letting contracts</p> <p>Experience of cemetery work</p> <p>Experience of play equipment inspection</p>
<p>3. Skills and Abilities</p>	<p>Strong communication skills: ability to write reports, management plans and contract or work specifications, good verbal communication</p> <p>Demonstrable administrative skills, including record keeping and budget management</p> <p>Writing and monitoring risk assessments for sites and operations.</p>	<p>Mechanical maintenance skills (mowers, track vehicles etc.)</p> <p>Experience or qualification in mechanical digger operation</p>

<p>4. Knowledge</p>	<p>Working knowledge of Microsoft Office including Outlook, Word and Excel</p> <p>Working knowledge of the environment, ecology, nature conservation or similar</p>	<p>Familiarity with Microsoft Access</p> <p>Awareness of the practicalities of working in an historic environment and issues relating to public access</p> <p>Knowledge of effective communication techniques</p>
<p>5. Personal Qualities</p>	<p>Strong inter-personal, motivational, delegation and team-building skills</p> <p>Able to grasp new concepts quickly</p> <p>Receptive to change and open to new ideas</p> <p>Practical approach to problem solving</p> <p>Able to work effectively under pressure</p> <p>Able to make decisions</p> <p>Self-reliant, open and honest</p>	<p>Able to contribute to the strategic development of the Council</p>
<p>6. Other</p>	<p>Willingness to undertake some evening and weekend work</p> <p>Full driving license.</p>	

Terms and Conditions

Pay

The salary range is within LC2, spinal column points 19 to 28, depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. Council will consider an annual incremental increase subject to satisfactory performance.

Contract

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of service of Local Council Clerks in England and Wales 2004. There will be a nine-month probationary period with three-monthly reviews.

Hours

Whilst the basic working week is 37 hours per week, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

Annual Leave

Holiday Entitlement	Days
Annual leave on commencement of employment (22 days + 4 stat / local extra + 8 Bank Holidays)	34
Additional after 5 years service (4 days)	4

Casual Car User Allowance

If the postholder travels by means of their own car on official duties, the NJC for LGS Casual Users Car Allowance rate will be paid.

Pension

The postholder will be automatically enrolled in the Local Government Pension Scheme.

Political Restrictions

The postholder will be expected to maintain political neutrality in relation to the work of the Council.

Code of Conduct

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Council.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory medical examination.