

Job Title: Country Park Assistant Warden	Role Profile Number: OPN124
Grade: K	Date Prepared: November 2021
Directorate/Group: Operations	Reporting to:
	Parks & Open Spaces Monitoring Officer

Job Purpose

- To support the Rangers to maintain the Country Parks including all of the park facilities.
- Work alongside the Rangers to operate and maintain public facilities across all parks, such as Splash Park, Mini Golf and Pitch & Putt, Toilets, Play Parks, and bin emptying

Key Accountabilities

- Support the Ranger team to deliver as range of services within the country parks of Swindon.
- Maintain a visible present by patrolling and inspecting the parks.
- Respond to enquiries from members of the public about the parks
- Work in the kiosks during the spring and summer.
- Assist with minor gardening duties around the parks as directed by the Rangers or Trees, Grounds and Country Parks Manager.
- To take part in a structured rota system to ensure lone working is reduced across all park facilities.
- Work with members of the public through the Ranger volunteer programme.
- Take park in a programme of community events, walks, talks, workshops, displays, leaflets, school and community group visits, including those taking place over the weekend.
- Carry out a wide range of maintenance, repair and emergency works as necessary, along with litter picking and toilet cleaning.
- Contribute to the development and implementation of site plans and activity risk assessments.

Knowledge & Experience

- Experience of working in a public facing role.
- The ability to travel to different sites throughtout the day.
- Cash handling and till work.

- Good customer service skills.
- Ability to deliver on short term and long term objectives.
- Excellent communication skills.

Qualifications

• Educated to GCSE A-C or equivilent

Decision Making

- On a daily basis, the posthodler will be making decisions on minor repairs and cleansing activities.
- Confident to be able to communicate to the parks users.

Creativity and Innovation

- Confident to express ideas in individual and group settings
- Flexibility and versitily to manage workload and conflicting deadlines

Job Scope	Budget Holder Responsibility	No
 Number and types of jobs managed Cleansing and maintenance activities across the country parks Serving customers at country park facilities Typical tasks supervised/allocated to others NONE 	Asset Responsibility	Personal equipment including IT equipment Small hand tools and cleaning equipment

Contacts and Relationships

• Verbal communication with members of the public, senior managers and elected members.

Other Key Features of the role

- Working outside in all weathers.
- Carrying loads.
- Risk of abuse and aggression from members of the public.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	