



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Country Park Warden	Role Profile Number:
Grade: K	Date Prepared:
Directorate/Group: Operations	Reporting to: Head Ranger
Structure Chart attached:	No

Job Purpose

- To work as part of the team responsible for the conspicuous care and conservation of Swindon's Strategic Country Parks, ensuring the well-being and enjoyment of the visiting public.

Key Accountabilities

- Maintain a visible presence by patrolling the parks, providing good public relations, responding to visitor concerns and ensuring that the Country Code and appropriate conduct is promoted and enforced
- Ensure public toilets are opened daily and thereafter monitor and clean as necessary at regular intervals throughout the day, taking particular account of the day's schedule.
- Assist in reporting, surveying and collating visitor feedback and other data to support site market research
- Assist in a marshalling and caretaking capacity for country park events and hiring's as directed
- Be responsible for the daily locking and unlocking of the entrance gates in accordance with requirements (subject to review) to ensure the security of the park
- Assist with daily inspections of play equipment and the surrounding safety surfacing, maintaining records, immediate reporting of defects and non-specialist minor repairs and cleaning as required.
- Assist with maintaining and supervising of BBQ sites, including the cleaning and preparation of such.
- Carry out daily litter collection, clearance and emptying of all litter bins and removal of dog fouling, with appropriate equipment from all areas of the parks.
- Carry out sweeping and cleaning of paths, steps and entrances as necessary and daily inspection of paved surfaces around buildings to maintain a high quality presentation for public access and reporting any defects to the Head Ranger.
- Unlock and lock the Walled Garden and Churchyard on days when no gardeners are present.

Supplementary Accountabilities

- Undertake any other duties that can be accommodated within the grading level of the post as instructed.

Knowledge & Experience

- Relevant experience in grounds maintenance or countryside management or similar
- Good presentation and communication skills, particularly verbal.
- Good team worker, also self-motivated and able to work on own initiative
- Tactful, alert and confident to interface with the public
- The ability to travel between the 5 strategic country parks, (Lydiard, Coate Water, Barbury Castle, Stanton and Shaw Forest)

Qualifications

- 3 GCSE Grade C or above or complimentary experience
- Full driving licence preferred
- First Aid Qualification

Decision Making

- Day to day decisions relating to the prioritising tasks/work schedule enabling the smooth running of management and maintenance of country parks.

Creativity and Innovation

- Help to devise and present workshops, talks and activities to suit all ages
- Ability to work on own initiative and problem solve on site.
- Ability to work with minimal supervision.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None Typical tasks supervised/allocated to others <ul style="list-style-type: none">• None	Budget Holder Responsibility Asset Responsibility:	No .
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Contacts and Relationships

The post holder provides a high visibility interface with the general public in the park and is expected to be an 'ambassador' for the heritage site, its services and restoration project. The post holder will also

communicate onsite with event organisers, volunteers, community groups, schools, grounds maintenance staff and contractors

Other Key Features of the role

The role involves regular outdoor work in all weather. Duties will entail working outside of normal office hours including weekends and other holidays and may include Lone Working. There is a requirement for early morning, evening and night work. Lifting heavy weights and using power tools is required. Occasional verbal abuse and aggression from people is to be expected.

Working pattern is 5 over 7 days and will include weekends and some late evenings.

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