

**Horley Town Council
Job Description**

JOB TITLE	PARKS AND RECREATION ASSISTANT
	HORLEY TOWN COUNCIL (HTC)
<p style="text-align: center;"><u>MAIN PURPOSES OF THE ROLE</u></p> <p>1. Council Responsibilities and Statutory Functions:</p> <p>2. Parks and Recreation Areas:</p>	<p>Assisting the Town Clerk in the overall daily operations of the Town Council as a local government authority.</p> <p>Assisting the Town Clerk with the management of all recreation parks and playgrounds owned or managed by the Town Council and regularly liaising with sub-contractors regarding works carried to the specification, including the Town Council's appointed grounds maintenance contractors at Horley Recreation Ground (including the Memorial Gardens & Ornamental Gardens), Court Lodge Fields, Michael Crescent Centenary Park and Emlyn Meadows.</p> <p>Conducting quarterly inspections of all areas, including playgrounds, MUGA and skate park, plus the organisation of daily, weekly and annual inspections and referring necessary repairs for authorisation to the Town Clerk/RFO as necessary.</p> <p>Organising and managing events in Horley Open Spaces such as funfairs, circus, fireworks etc.</p> <p>Ensuring the devolved areas (Church Meadows, town centre planting) are managed effectively.</p> <p>Liaising with environmental, conservation and volunteer groups working in various open spaces. Organising and attending meetings of the Open Spaces Committee and follow up actions.</p> <p>Raising the ordering of replacement small playground equipment when required, following site meetings with contractors, for approval by the Town Clerk/RFO as necessary.</p> <p>Dealing with reports of vandalism, in Horley open spaces, and assessing a course of action for repair.</p> <p>Dealing with contracts, including applying for the necessary Licences, for planting summer baskets, beds and planters in the town centre and Memorial Gardens plus arrangements for exact siting of displays as directed by the Town Council and monitoring the condition of plants and taking any actions, as necessary.</p> <p>Referring to the Town Clerk/RFO the authorisation of payments for grounds maintenance rated expenditure and for any other item as specified in the Financial Regulations in line with budgets and quotations approved by the Town Council.</p>

<p>3. Allotments Management:</p> <p>4. Democratic Services:</p> <p>5. Mayoral Support:</p> <p>6. Administrative Support:</p> <p>7. Events Management:</p>	<p>Dealing with all administration relating to the hiring of allotment plots to the public when available, liaising with plot holders to resolve day-to-day issues, making site visits as necessary dependant on how much support the steward requires; and monitoring their use to ensure that all plots are worked and not uncultivated and issuing eviction notices if plot holder's terms and conditions are not abided by.</p> <p>In consultation with the Town Clerk, preparing agendas for all Leisure meetings, attending such meetings, taking/issuing draft minutes and implementing any decisions as delegated by the Town Clerk.</p> <p>In consultation with the Town Clerk, preparing reports for meetings of the Leisure Committee, as necessary.</p> <p>In conjunction with the Town Clerk, supporting the Ground Maintenance sub-committee and facilitating meetings, as required.</p> <p>In conjunction with the Town Clerk, liaising with the Royal British Legion (Horley) on all relevant matters as an Outside Body of the Town Council.</p> <p>Co-ordinating updates from other committees that report to the main Leisure Committee, including the Churchyards Committee; the Horley in Bloom Advisory Committee; the Carnival Committee; and the Horley Open Spaces Advisory Committee.</p> <p>Acting as the Mayor's Secretary as well as co-ordinating and overseeing the Mayor's Civic Events programme.</p> <p>Assisting in the administration of community hall hire, football pitches and banner bookings, as and when required.</p> <p>Undertaking responsibility for all events management (including regular events in the Town Council's annual calendar) and organising the annual Councillors' Hospitality, and Horley in Bloom competitions including awards and associated publicity.</p>
<p>Key tasks</p> <ol style="list-style-type: none"> 1. To prepare, in consultation with the Town Clerk, agendas for Leisure Committee meetings. To attend such meetings and prepare minutes for approval; other than where such duties have been delegated to another Officer. 2. To facilitate meetings of the Grounds Maintenance sub-committee and to co-ordinate important updates for the Leisure Committee meetings, including reports from the Churchyards Committee; the Horley in Bloom Advisory Committee; the Carnival Committee; and the Horley Open Spaces Advisory Committee. 3. To support working arrangements with the Royal British Legion (Horley) as an Outside Body, together with plans made for the annual Remembrances Services and parade. 4. To undertake, in consultation with the Town Clerk, all necessary activities in connection with the management of all recreation parks and playgrounds owned and managed by the Town Council and regularly liaise with sub-contractors regarding works carried to the specification. 	

5. To monitor and update, as necessary, all signage in Horley Open Spaces.
6. To ensure devolved areas are managed effectively.
7. To liaise with volunteer groups working in various open spaces.
8. To place and oversee contracts for planting as directed by the Town Clerk.
9. To seek funding/sponsorship for parks equipment and Summer flowers from Borough and County Councillors, Charitable organisations and local businesses.
10. To manage allotments including rental, monitor site visits and issue eviction notices as necessary.
11. To assist in the administration of hall hire including bookings and weekly caretaker schedules.
12. To assist in the administration of football bookings.
13. To assist in the administration of banner bookings on the railings of Horley Recreation Ground.
14. To implement any decisions made at Leisure Committee meetings in consultation with the Town Clerk.
15. To deal with routine correspondence on leisure matters.
16. To act as the Mayor's Secretary, co-ordinate and overseeing the Mayor's Civic Events programme.
17. To assist in the production of the Annual Report where it relates to leisure matters.
18. To organise various events, both regular and ad hoc including Councillors' Christmas Hospitality, and Horley in Bloom competitions and award ceremony.
19. To carry out other specific tasks and/or duties as directed by the Council or the Town Clerk from time to time.
20. To attend training courses or seminars relevant to the role of Parks & Recreation Assistant and as part of the employee's continued professional development.

Reporting to:	Town Clerk
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Horley Town Council
Person Specification
Parks and Recreation Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) • Entitled to live and work in the UK. 	<ul style="list-style-type: none"> • Leisure & Events Management qualification • First Aid qualification
Experience	<ul style="list-style-type: none"> • Working in a busy office environment • Working with a minimum of supervision • Minuting meetings 	<ul style="list-style-type: none"> • Working within public service • Dealing with members of the public • Knowledge of park maintenance and playground inspections
Knowledge & Understanding	<ul style="list-style-type: none"> • Good knowledge of and confident using Word and Excel and Outlook • Ability to prioritise workloads and work to deadlines. • Organisational and time management skills, effective team working 	<ul style="list-style-type: none"> • Knowledge of Local Government • Fast and accurate typing
Skills	<ul style="list-style-type: none"> • Communicate clearly, accurately, and helpfully and handle all email, personal and phone enquiries in the same way. • Recognise the confidentiality of some kinds of information. • Work effectively and efficiently under pressure. • Good oral and written communication skills • Problem-solver with a 'can-do' approach • Strong interpersonal skills 	<ul style="list-style-type: none"> • Diplomatic approach when dealing with difficult situations. • Ability to respond to negative feedback or unreasonable requests from the public.
Personal characteristics	<ul style="list-style-type: none"> • Adaptable and flexible • Purposeful and resourceful • Excellent communication skills • Flexible & a team player • Ability to keep calm and focussed in pressurised situations. • Enthusiastic and helpful • Act with integrity and confidentiality • Commitment to attend evening meetings. 	



HORLEY TOWN COUNCIL

Council Offices, 92 Albert Road, HORLEY RH6 7HZ.
Tel: 01293 784765 Email: town.clerk@horleytown.com

APPLICATION FORM FOR EMPLOYMENT STRICTLY CONFIDENTIAL

This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form as accurately and completely as possible.

POSITION: PARKS & RECREATION ASSISTANT

Personal Details

Mr/Mrs/Ms/Miss: Surname: Forenames:

Address: , Postcode:
Email Address:

National Insurance Number:

Telephone numbers (inc.code): Do you have access to a car? Yes No
Work: (Will only be used if necessary and with discretion)

Home: Driving licence details:

Mobile: Details of any endorsements:

Is your ability to perform the particular job for which you are applying limited in any way?
If yes, please provide details and let us know how we can help you to overcome any difficulties.

Are you legally eligible for employment in the United Kingdom? Yes No
Do you require a work permit to work in the United Kingdom? No Yes No

Referees

Please give details of **two** referees. If you have been employed within the last five years, one of these must be an employer who can comment authoritatively upon your competence and experience in relation to the post in question. (Character references on their own are not sufficient unless you have been unemployed for more than five years.) **Unless you specifically request otherwise, we will contact the referees of those candidates selected for interview prior to the interview date.**

Name: Name:

Address:

Telephone No. Telephone No.

Status: Status:

Education, Training, Qualifications and Experience

Secondary Education (please detail exams taken and results obtained)	From:	To:	Qualifications Gained:

(Please continue on a separate sheet if necessary)

Higher Education (please detail exams taken and results obtained)	From:	To:	Qualifications Gained:

Other courses or training undertaken which you consider relevant to the position applied for:

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(Please continue on a separate sheet if necessary)

Please give details of experience/skills acquired where no formal qualification has been gained

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Any other qualifications/membership of professional institutions
(Please only list information which you feel is relevant to the post applied for)

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Employment and Career History

Current Post

Name of Employer:	
Address of Employer:	
Telephone Number:	Postcode:
Date Appointed:	Position Held:
	Present Salary:

Please give a brief description of your current duties:

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(Please continue on a separate sheet if necessary)

Period of Notice required for present post:

Career History (most recent first)

Name and address of employer and nature of business:	Salary:	From:	To:	Brief description of position held and responsibilities:	Reason for leaving:
<p>(Please continue on a separate sheet if necessary)</p>					

Convictions

*NB: If you are applying for a job supervising, caring for, or otherwise connected with children, the elderly, those suffering from a mental disorder, serious illness, injury or congenial deformity, you must always declare any conviction for a criminal offence as the protection offered by the Rehabilitation of Offenders Act 1974 does not apply. For other jobs, only those convictions that are not "spent" need to be declared. **This post may be subject to a Criminal Records Bureau (CRB) check.***

Details of convictions (state "none" if appropriate):

What are your reasons for applying for this post?

(Please continue on up to one separate sheet if necessary)

Supporting Statement

Please use this space to give details of how your experience, skills and training - gained both within and outside of paid work and/or through study, relate to the detailed requirements of the job description and person specification. You can continue on up to two sheets which you should attach to the back of this application. **It is important that this form is completed in full without reference to an accompanying CV.**

Hobbies and Leisure Interests

Declarations

A candidate must disclose whether, to their knowledge, they are related to any Member of the Town Council, or to a senior employee of the authority.

Are you related to a Member or senior employee of the Council? Yes No

If yes, please state name and relationship:

Canvassing of members or of any committee, directly or indirectly, for any employment or contract under the Council shall disqualify the candidate for such appointment.

To the best of my knowledge, the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal.

Please return this form in an envelope marked "**Private & Confidential - Job Application**" to:
Joan Walsh, Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, HORLEY, Surrey RH6 7HZ.
or by email to: town.clerk@horleytown.com